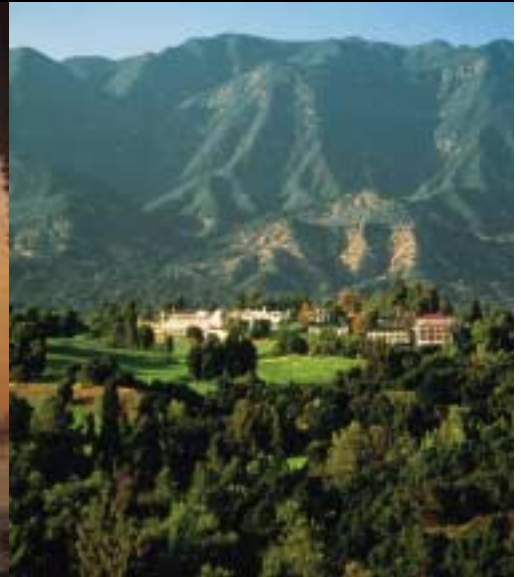


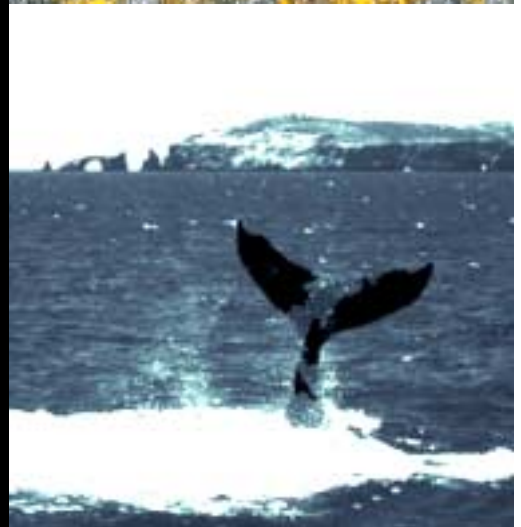
VENTURA COUNTY



OCCUPATIONAL OUTLOOK

and Training Provider Directory

2002 – 2003



Ventura County

a great place to live and
WORK!



OPEN HERE 



VENTURA COUNTY a great place to live and WORK!

Recent reports indicate Ventura County's diverse and growing economy, high quality of life, low crime rate, and a mild climate are some of the reasons businesses are attracted to our area.

Based on job growth, salary growth, high-tech production and other criteria, the Forbes/Milken report ranks Ventura County fourth on its 2002 list of "Best Places for Business and Careers in America." The 2002 Ventura County Economic Outlook forecasts Ventura County will be one of the fastest growing economies in the world. A recent rating by the FBI identified Ventura County as the safest urban area in the Western U.S. The county's clean air, good weather, access to medical care, and plentiful recreational activities contributed to *Self* magazine rating Ventura County as the seventh healthiest place in the nation.

ECONOMY

A desirable blend of agriculture, retail, health and business services, manufacturing, and high-tech companies contribute to a diverse industrial base. Agriculture provides economic stability with some of the world's richest agricultural land supporting a colorful array of fruits, vegetables, cut flowers and other varied crops – strawberries and lemons lead the way. Industrial and commercial activity thrive along the Highway 101 Technical Corridor.

Pro-business incentives, business friendly communities, and national resources are attracting new businesses and capital. The Economic Development Collaborative – Ventura County combines public and private sectors to offer business loans and grants to small companies while it builds and enhances cooperation among the county's industries.

The State of the Workforce 2002, released in October by the County Workforce Investment Board, identified affordable housing and quality education as keys to a continued healthy economy. The study is a positive step in alerting policy makers and the community of the changes needed to have a skilled and trained workforce to fill job openings now and in the future, and to enable low and middle income residents to live and work in Ventura County.

The convenience of its location is another reason for Ventura County's thriving business communities. Easy access to major

highways and railroad lines and close proximity to Los Angeles lure a variety of industries. Film and television productions are major players in the county. Tourism and hospitality help drive the economy. The Port of Hueneme, the only deep-water port between Los Angeles and San Francisco, is helping companies develop ties with Pacific Rim and other overseas markets. Naval Base Ventura County is one of the nation's premier bases in the military and the county's largest employer.

EDUCATION

Ventura County is home to some of the most highly rated academic institutions in California. The county's newest campus, California State University Channel Islands, opened to transfer students in 2002 and will be open to freshmen in 2003. With a 260-acre site, CSUCI will grow to more than 15,000 students and a million square feet of academic facilities. California Lutheran University is a diverse scholarly community dedicated to excellence in the liberal arts and professional studies.

Outstanding school districts, three community colleges, and numerous private business and technical schools provide a wide range of educational opportunities. Ventura County Superintendent of Schools, Dr. Charles Weis, was recently appointed to three Statewide committees to assist with the implementation of the new education legislation.

A training directory of universities, colleges, and vocational training providers located in Ventura County starts on page 167 of this report.

RICH HISTORY AND HERITAGE

Historical landmarks and museums located throughout the county feature Chumash Indian, Spanish, Mexican, and American culture. Chumash Indians were native inhabitants. Their rich history is found throughout the county. Ojai, Port Hueneme, and Simi Valley derive their names from the Chumash.

The San Buena Ventura Mission was founded in 1782. Land grants during the era of the Spanish occupation date back to 1795. In the 1830s, the Mexican government began to break up the early mission estates with new land grants. Several adobes of the original ranchers can still be visited.

Ventura County was established in 1873. With the coming of the railroad, ranching began to turn to farming. In 1880 oil was discovered and began to pump money into the county.

The Ventura County Museum of History and Art houses a historical figure collection, an outstanding research library, and rare artifacts. Other museums feature aviation, railroad and maritime history.

VARIED TERRAIN AND MILD CLIMATE



With a current population of approximately 780,000, Ventura County covers an area of 1,873 miles, including 43 miles of coastline. A wide variety of topography can be found – rolling hills, mountains, valleys, citrus and avocado groves, open farmland, two major lakes, coastal land, and offshore islands. Ten incorporated communities are located throughout these varied regions.

Ventura County's mountains, valleys, and seashores give the area six different microclimates ranging from cooler coastal moisture to warmer inland temperatures. Mild winter temperatures are typical.

The County boasts hundreds of square miles of forests and National and State Parks. The rugged Los Padres National Forest makes up most of the northern half of the county and the Santa Monica Mountains National Recreation Area runs from the ocean and extends inland. Both offer a vast network of challenging trails for the experienced hiker. Channel Islands National Park, a chain of islands located 14 miles out to sea, is home to animal and plant life found nowhere else in the world. Called the America's Galapagos, the islands comprise a 250,000-acre wilderness preserve/marine sanctuary.

FESTIVALS AND CULTURAL ACTIVITIES

Cultural festivals held throughout the year feature the legacies of the many ethnic groups in Ventura County. Several festivals celebrate the area's agricultural bounty and food and wine festivals delight residents and visitors. Oxnard is famous for its annual California Strawberry Festival.



Visitors to the Gardens of the World in Thousand Oaks have an opportunity to see and learn about flora from different regions of the world.



Ronald Reagan Presidential Library and Museum in Simi Valley has become one of Ventura County's prime attractions. Educational events include lectures, book signings and youth programs. Plans have been laid for the construction of Air Force One Pavilion, as the new permanent home for this historical aircraft.

PERFORMING AND VISUAL ARTS

Ventura County boasts some of the most professional performing arts organizations in Southern California.

The state-of-the-art Thousand Oaks Civic Arts Plaza offers Broadway musicals, symphonies, international dance and ballet, headline entertainers, distinguished speakers, theatrical plays, award-winning children's programs and much more.



The cities of Ventura and Ojai host annual music festivals that attract renowned musicians from around the world. The Oxnard Performing Arts Center hosts music and dance entertainment.

Many community based visual arts organizations offer resources and exhibition opportunities for individual artists throughout the County. The many painters, sculptors, potters, photographers, and a variety of art related organizations provide high quality art programs and craft shows. World-renowned artists live, work and exhibit in Ojai.

RECREATION AND SPORT ACTIVITIES

Mild Mediterranean climate is perfect for numerous year-round outdoor activities. Recreational opportunities abound.

Two harbors, Ventura Harbor and Oxnard's Channel Islands Harbor, provide many ocean activities such as sport fishing, kayaking and scuba diving. Both harbors are departure points for Channel Islands National Park. Protected waters shelter frolicking dolphins and playful seals. The Pacific Gray Whale is seen during its annual migration from December through March and Blue and Humpback Whales can be viewed from June through September.



More than seven miles of shoreline are public beaches and 411 acres are State Beach parks. Some of the best surfing beaches in the world are found here. Lake Casitas and Lake Piru are popular spots for boating, camping, fishing, and picnicking.

Ventura County is considered one of the premier places in the country for bike riding. An elaborate system of bike paths include a 13 mile Coastal Bikeway and the Ventura River Trail. Mountain biking can be enjoyed 12 months of the year.



Miles of public hiking trails wind through canyons and foothills, many with incredible mountain and ocean views.



Year round golf is abundant in Ventura County at the numerous public and private golf courses.

Ventura County truly is a vibrant place to live and work!

PHOTO CREDITS: COVER - BELL TOWER COURTESY OF CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS; VENTURA PIER AT SUNRISE, VIEW OF CALIFORNIA STREET, AND HARBOR SCENE AT SUNSET (THIS PAGE), COURTESY OF VENTURA VISITORS & CONVENTION BUREAU, PHOTOS BY MICHAEL MCFADDEN; AERIAL VIEW OF MOUNTAINS AND GOLF COURSE, COURTESY OF OJAI VALLEY INN AND SPA; WHALE AND CHANNEL ISLANDS, COURTESY OF ISLAND PACKERS, PHOTO BY HOLLY LUBIS.
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Philip Bohan, *Contracts and Planning Manager*

Edna Lindstrom, *CCOIS Coordinator/Analyst*

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EMPLOYMENT DEVELOPMENT DEPARTMENT

LABOR MARKET INFORMATION DIVISION

Brendan Kelly, *CCOIS Group Manager*

Fernando Pina, *Unit Manager*

Brenda Veronie and Joannie Ornelas, *CCOIS Site Analysts*

CALIFORNIA CAREER RESOURCE NETWORK

Charlsey Cartwright, *Executive Director*

VENTURA COUNTY



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A product of





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Drafters 64



Registered Nurses 142



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OCCUPATIONS IN DEMAND

Automotive Mechanics

Biological Scientists

Dental Assistants

Drafters

*Electrical and Electronic
Engineers*

Registered Nurses

Special Education Teachers

*Speech-Language Pathologist
and Audiologists*

Welders and Cutters

VENTURA COUNTY
TRAINING PROVIDER
DIRECTORY
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VENTURA COUNTY
JOB & CAREER CENTERS

LEARN ABOUT THE SERVICES
OFFERED AT THE JOB & CAREER
CENTERS CONVENIENTLY LOCATED
THROUGH-OUT THE COUNTY.

PAGE 208

VISION

Our Board Vision anticipates a dynamic community with a richly diversified economy attractive to both businesses who create and sustain jobs, as well as individuals who bring knowledge and skills to those jobs.

MISSION

The Board Mission is that we lead with other community partners in preparing knowledgeable and skilled people for today's and tomorrow's work as determined by the needs of local business and industry, and in assuring our community's capacity to prepare this future work force.



**"BUILDING OUR
FUTURE
WORKFORCE"**



Ventura County WORKFORCE INVESTMENT BOARD

WORKFORCE INVESTMENT BOARD OVERVIEW

The *Occupational Outlook 2002-2003* is sponsored by the Workforce Investment Board (WIB) of Ventura County. The Workforce Investment Board is appointed through the authority of the Ventura County Board of Supervisors, as established under the federal Workforce Investment Act of 1998. The Workforce Investment Board consists of a business sector majority with additional representation from local economic development agencies, education, labor, community-based organizations and other partners in our One-Stop Job & Career Center employment and training system.

The Workforce Investment Board of Ventura County is responsible for policy development and oversight over local program investments in workforce preparation. By contracting with a variety of local service providers, the WIB delivers programs through the Workforce Investment Network (WIN). The WIB oversees the development, coordination and implementation of a training system dedicated to ensuring that training is for jobs that are in demand and for the high-skill, high-wage jobs of the future. The mission is focused and aimed at the bottom line: Quality Training Responsive to Local Business Needs. The WIB exercises leadership in five broad areas:

- To ensure that training opportunities are accessible through a streamlined one-stop delivery system that is responsive to the needs of all local job seekers;
- To ensure that the training system satisfies the needs of local employers, both large and small, and that the system is market and employer demand driven;
- To promote, establish and coordinate youth development, education and training opportunities, particularly for economically disadvantaged youth;
- To develop and maintain a partnership between leaders in business, economic development, education and government that effectively addresses local labor needs and contributes to the economic well being of the community; and
- To ensure that the local employment and training system is guided by rigorous standards of performance accountability in such areas as customer satisfaction, rates of job placement, job retention and earnings.



The community benefits through the WIB's efforts in bringing Ventura County businesses, residents and employers together, creating mutually beneficial relationships that maintain and stimulate employment and economic prosperity throughout Ventura County.

BUILDING OUR FUTURE WORKFORCE

Building a strong workforce in Ventura County preserves its greatest strengths: quality of life, growth and expansion of businesses, and a healthy and vital economy. Under the federal Workforce Investment Act, the Ventura County Workforce Investment Board (WIB) provides comprehensive employment services for the local community by advocating and coordinating workforce development programs for job seekers, youth and employers.



The merger of the Youth Council and School-to-Career boards has consolidated the efforts of two entities and created new efficiencies and opportunities in serving youth countywide. Through the merger, the Youth Council has renewed its mission and strengthened its ability to offer youth access to a variety of careers regardless of their circumstances or backgrounds.

WORKFORCE INVESTMENT NETWORK

While just two years have passed since its formation, the Workforce Investment Network (WIN) is securely established as a reliable and effective workforce system for our county. With people and organizations committed to Ventura County's future workforce offering varied talents, there is no limit to what the WIN can accomplish in our community.

The Network offers training and employment opportunities to job seekers, addresses industry demands for qualified candidates and trained workers, and ensures a strong future workforce through youth development.

As we forge relationships with local businesses, we're in a better position to assist employers with resources aimed at averting closures, major layoffs or other issues that affect employees and the workforce. Providing tools and resources that help businesses grow, creates new jobs for the county.

WIN training opportunities continue to change with the times by responding to immediate and future needs of the community. The recent technology layoffs throughout the state and an increasingly desperate need for nurses and medical assistants among our local hospitals have sparked new programs that address these changes in the job market.

WIB web site:
www.wib.ventura.org

WORKFORCE INVESTMENT BOARD STRATEGIC PLAN

For the year 2002 the Workforce Investment Board adopted a strategic plan with four priority areas:

- *Youth Development, to improve the short and long-term employability of our youth and their skill levels and to improve the link between the needs of business and education;*
- *Incumbent Worker Development, to enhance productivity through basic and soft skills training;*
- *Connecting public investments with skill demands;*
- *Developing a coherent picture of the local workforce in the form of a "Ventura County State of the Workforce Report," to form a factual basis for community engagement and strategic planning. This first report was released in October 2002.*



Welcome to Occupational Outlook 2002–2003!

INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a cooperative partnership between the County of Ventura, office of Workforce Administration, the Workforce Investment Board and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS).

The CCOIS was initiated in 1986. By 1996, the program was being conducted for all 58 counties in California and was the first year Ventura County participated in the CCOIS process.

Information in the Occupational Summaries portion of this report applies specifically to Ventura County. Local users of occupational information participated in the selection of the 75 occupations. This ensures that the report focus is on those occupations that are most important to the local community.

Occupational data from three survey years are included in this year's report. The data contained in this report were collected from July 15, 2000, through November 9, 2000; April 12, 2001 to October 24, 2001 and April 11, 2002 to November 6, 2002.

The research methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data. EDD provides technical and financial assistance to the Local Partners and the program is administered by LMID, whose extensive data base has been made available to the project. Confidentiality of data is protected by all participating staff signing a CCOIS confidentiality agreement.

REPORT USES

The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. The results in this report should also help to improve the match between Ventura County employers' labor needs and the skills of the job applicants. Some possible uses are listed below.

Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in Ventura County's labor market area.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning.

PROGRAM METHODOLOGY

SELECTION OF OCCUPATIONS

The following criteria were used by Workforce Administration staff to narrow down the list of occupations to be surveyed:

- Occupations having a substantial employment base in Ventura County;
- A substantial number of projected job openings in Ventura County;
- A mix of professional, technical, clerical, and blue collar occupations.

For the first two of these criteria, occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present, and future employment by occupation and projected job growth rates for occupations in Ventura County. Based on these tables and knowledge of other local labor market information, occupations were selected for public input.

A preliminary list of occupations was developed each year and sent to representatives of vocational training programs, educational institutions, economic development organizations, employers, members of the Workforce Investment Board, Ventura County Workforce staff and LMID staff. With input from these organizations, occupations were dropped and others added until a final list of 25 occupations to be studied each year was selected.

EMPLOYER SAMPLE SELECTION

An automated employer sample was developed for each occupation. LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. The samples are drawn to include a mix of large, medium and small firms.

Another consideration in drawing the sample was to identify the industry classification. Industry classifications are identified to include major employers in the occupation and as many industries as is practical to represent the distribution of the selected occupations. Industries are classified by the Standard Industrial Classification (SIC) Manual. Every firm in the state is classified in one or more of the nine detailed industry categories, according to the products or services they render.

Workforce Administration staff carefully reviewed and modified this sample. Employers were added and deleted, as appropriate, to obtain an initial sample of 30 to 40 employers who would receive questionnaires in each of the 25 occupations studied each year.

QUESTIONNAIRES

Standardized questionnaires were used for all occupations. A supplemental question, regarding skills important to the occupation, was developed and added to the Ventura County questionnaire.

SURVEY PROCEDURES

The survey of employers was conducted according to the following standardized procedures:

• Workforce Administration staff began by attempting to verify and obtain phone numbers for each employer on the finalized list of employers proposed for the study. Employers were eliminated from the list at this time because they were no longer in business, had no local address, or a phone number could not be verified without extraordinary efforts.

• Employers were then called to verify company name and address, confirm that they employed workers in the occupation, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated if they did not employ workers in the occupation or if they employed only family members.

• Employers willing to participate in the survey were mailed or faxed a questionnaire. Employers not responding were contacted by telephone, encouraged to return the questionnaire and given the opportunity to complete the questionnaire over the telephone.

• All completed surveys were reviewed by the CCOIS Coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation.

• If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on the size of the firm and industry and knowledge of local firms.

• A minimum of 15 responding employers for each occupation was used to ensure integrity of survey results. This goal was met or exceeded in all occupations.

• In addition to contacting employers, staff used the Internet, contacted labor unions, training providers, and occupational associations for specific information about an occupation.

DATA ENTRY, ANALYSIS, TABULATIONS AND RESULTS

Survey responses were entered into a database. The data were tabulated by an automated system to allow for systematic and consistent review of the survey responses. From those tabulations the data were analyzed by the CCOIS Program Coordinator and occupational summaries were prepared and approved by the EDD/LMID Site Analyst. Each occupational summary provides information on wages, benefits, training, education, employer hiring requirements, size of the occupation, employment trends, supply/demand assessment, and other information.

DEFINITIONS AND TERMINOLOGY

KEY TERMS

When reference is made to responding employers in the occupational summaries, the following definitions apply:

<i>All employers</i>	100%
<i>Almost all employers</i>	80% up to but not including 100%
<i>Most employers</i>	60% up to but not including 80%
<i>Many employers</i>	40% up to but not including 60%
<i>Some employers</i>	20% up to but not including 40%
<i>Few employers</i>	Less than 20%

In a few cases, the percentages may not add up to 100% due to rounding and computerized conversion of the information. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Unless otherwise noted, responses to open-ended questions are included in the summary if listed by more than one employer or by a firm employing a large number of workers (50% or more of the total employees in the summary).

OCCUPATIONAL TITLES AND DEFINITIONS

OES occupations: Titles, definitions and codes are from the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). Occupations are listed alphabetically by OES titles, and the 6-digit OES code number identifies each occupation.

Non-OES occupations included in this report: Non-OES occupations are new or emerging occupations. OES numbers were not developed for these occupations prior to selection. Non-OES numbers and definitions are developed by the State to make sure the CCOIS does not duplicate non-OES codes or descriptions. Non-OES occupations included in this report are Administrative Assistants, Biotechnology Laboratory Assistants, Customer Service Representatives, Desktop Publishing – Graphic Designers, Grocery Checkers, Human Resource Technicians, Massage Therapists, Quality Assurance Managers, and Telecommunications Technicians. EDD projections are not available for Non-OES occupations. When information is available from other sources, the reference is noted.

WAGES AND BENEFITS

Wages: The wage data enables a comparison of salary range and median across occupations. The data is not intended to represent official prevailing wages. Ranges and median wages are based primarily on employer surveys and contracts with unions or collective bargaining agreements. Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wages are expressed in a range of high, low, and median. The median represents the midpoint of the ranges of salaries reported with an equal number of higher and lower salaries. Two wage sections occur when the percent of union employers is from 20% to 80%. All wages have been converted to an hourly rate. Federal minimum wage standards of \$5.75 were used for 2000, \$6.25 for 2001 and \$6.75 for 2002. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Wage data collected reflect the following definitions:

New hires, no experience – Wages paid to persons, trained or untrained, but without paid experience in the occupation.

New to firm, experienced – Wages paid to journey-level or experienced persons just starting at the firm.

Three years with firm – Wages generally paid to persons with more than three years of journey-level experience at the firm.

Other forms of compensation: Other forms of compensation are included when reported by 20% or more responding employers.

Benefits: Benefit information is based on the total number of responding employers in the occupation. When 50% or more of the workers in an occupation work part-time, benefits for part-time employees are also reported.

WHERE THE JOBS ARE

Key industries that employ in each of the OES occupations are listed. Industry titles are taken from the Standard Industrial Classification (SIC) Manual. A listing of the major employing industries in each occupation is found in Table IV of the Occupational Forecast Tables supplied by LMID/EDD. When an occupation is employed by a wide variety of industries, those industries employing the greatest number of persons in the occupation are identified in the report. The five highest industry values are listed, if available. When values are equal, both are listed. If values are less than 5% and occur more than three times, they are not reported. Industries which are not on the forecast list, but responded in significant numbers, are included in the report.

SIZE OF OCCUPATION

EDD estimated occupation size: The terms below are used to describe the size of the occupation relative to the estimated total number of non-agricultural workers in Ventura County. OES occupational size is taken from the EDD Projections of Employment, Table 6, and is measured using the following scale:

	2000	2001	2002
<i>Small</i>	Less than 390	Less than 409	Less than 425
<i>Medium</i>	390 – 780	409 – 817	425 – 848
<i>Large</i>	781 – 1,691	818 – 1,772	849 – 1,839
<i>Very large</i>	1,692 or more	1,773 or more	1,840 or more

Gender ratio as reported by responding employers: The ratio for male and female employees is stated as a percentage of the workers represented in the occupation surveyed.

SUPPLY AND DEMAND

Degree of difficulty in finding qualified applicants: Supply and demand refers to the relative difficulty responding employers experience in locating qualified experienced applicants and inexperienced qualified workers in the occupation. A weighted average is calculated from the number of firms responding to the survey. The following terms are used in assessing the local supply and demand situation:

Very difficult – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Moderately difficult – Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

Not difficult – Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Hired in the past 12 months and source of filled vacancies: Data under this section reflects only the information collected from responding employers.

Primary recruitment methods: Information listed in this section reflects the most common methods utilized by responding employers in recruiting their employees. The top three categories, from highest to lowest, are reported. When there are equal values, both values are reported. See questionnaire in Appendix F for reporting options.

EMPLOYER REQUIREMENTS

Experience and Training: This category represents prior work experience, required or preferred, and specific training, required or preferred, as reported by responding employers. Related work experience and training, required or preferred, is listed by a range of months and average months. Extreme months are excluded from the range if they are reported by only one employer. Other acceptable experience is included in the summaries, if reported by more than one employer or a large employer, and is listed in the order of frequency reported. The percentage of employers that will substitute training for experience is based on the number of firms that do require or prefer experience.

Education: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of the job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Desired computer software skills: Percentages for desired software skills are based on the number of employers responding to the question. Other computer skills are listed if they are reported by more than one employer, by a large employer, or are significant to the occupation, and are listed in the order of reported frequency.

Legally mandated requirements: California state requirements for licensing, permit issuance, registration and certification are based on the *California Professional & Business License Handbook, August 1999*. (www.commerce.ca.gov/state/ttca/ttca_business_display.jsp) California Occupational Guides were also referenced for all survey years. Generally, requirements are for vocations involving extensive training.

Important job qualifications and skills: Skills information was compiled for each occupation from LMID's Skills Research Program, the O*Net database, Employment Development Department's California Occupational Guides and other sources of occupational information. A supplemental question was developed for employer response. Skills rated as important by 50 percent or more employers are included in the report and are listed in the order of frequency reported. For non-OES occupations, important job qualifications and skills are listed if available. Not all skills may be required by specific employers, nor may they comprise a complete list. This section indicates some of the most important qualifications, including technical skills, physical skills, personal skills, and other qualifications.

New skills needed: New skills are included in the summary, if reported by more than one employer.

PROJECTIONS

Projections for firm's employment as reported by responding employers: Responding employers reported as to whether the occupation surveyed was expected to grow, remain stable or decline over the next 24 months. Responses are listed as percentages.

EDD Occupational Forecast 1999–2006: Employment forecasts and projections are based on tables developed by EDD/LMID specifically for Ventura County and are updated every two years. Unless otherwise noted, employment trends are projected to five years in the future. Employment trends are subject to many unforeseen factors and can change. Absolute job growth means the number of jobs that are anticipated to be added or subtracted during the forecast period. Fastest job growth, or percentage change, can be deceptive. A large percentage change does not necessarily mean a large number of jobs if the size of the occupation is small. Appendix A and Appendix B rank the top fifty occupations in these categories for Ventura County.

Projected job openings: Listed figures include estimated job openings as a result of job growth and separations during the forecast period.

Projected job growth rate: EDD projects the average growth rate for all occupations in Ventura County to be 17.3% for the forecast period of 1999 through 2006. The following standard terms describe the expected new job growth rate (percentage change), within each occupation, in relation to the overall employment growth for Ventura County:

Much faster than average
1.50 time average or more 25.9% or more

Faster than average
1.10 to but not including 1.50 times average .. 19.0% to 25.8%

Average
0.90 to but not including 1.10 times average .. 15.6% to 18.9%

Slower than average
0.10 to but not including 0.90 times average 1.7% to 15.5%

Remain stable
- 0.10 to but not including 0.10 time average 0% to 1.6%

Slow decline
Less than - 0.10 time average Less than zero

ADDITIONAL RESOURCES

- ✿ *Employment Development Department, California Labor Market Information (www.calmis.ca.gov)*
- ✿ *O*Net (<http://online.onetcenter.org>)*
- ✿ *U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://bls.gov/oco.htm>)*

OTHER INFORMATION

Union Status: Reported is the percentage of responding employers that pay union wages. Union wages are included in the wage summary when 20% or more of responding firms employ workers that are subject to collective bargaining or union agreements.

Hours worked: The number of hours worked per week is based on the State's weighted average formula and calculated by the number of employees. When 20% or more of the employees work part-time, temporary, on call, or seasonal, this information is included in the summary.

Shifts worked: The top three reported categories are included in the report.

Promotional opportunities: Reported is the percentage of responding employers that do promote their employees to higher level positions.

Skills and qualifications important for career advancement: Skills important for career advancement are listed if they are reported by more than one employer, or by a large employer, and are listed in the order of frequency reported. Reported skills already listed under Employment Requirements are not included.

Your Opinion Counts...

Please complete the user survey inserted in this publication. Your response will help us to ensure this publication continues to meet the needs of our clients. Thank you.

ACKNOWLEDGEMENTS

The Ventura County CCOIS group would like to acknowledge and thank the Ventura County Board of Supervisors and Workforce Investment Board for sponsoring the Ventura County Occupational Outlook Report.

Sincere thanks go to: Evonne Chala, a dedicated telephone technician and proof reader for the past 6 years; Mary Williamson, for her accurate data entry, telephone technician support and proof reading; Brenda Veronie, EDD/LMID Site Analyst from January 1 to October 19, 2002; and to Joannie Ornales, her able replacement.

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Bruce Stenslie, Agency Assistant Director/WIB Director;
Amy Fonzo, Workforce Area/WIB Deputy Director
Philip Bohan, Contracts and Planning Manager.



Ventura County

ACKNOWLEDGEMENT

On behalf of the Ventura County Workforce Investment Board, we would like to express our gratitude to the many employers, training providers, and educational institutions throughout the county that contributed their valuable time and information to this Occupational Outlook Report.

The California Cooperative
CCOIS
Occupational Information System

CCOIS OCCUPATIONS

SURVEY YEARS 2000–2002

Please refer to Definitions and Terminology, pages 12 to 14, for an accurate reading of these summaries.

Accountants and Auditors

Employers Responded: 16 • Employees Covered: 42

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$11.99 to \$16.83	\$14.41
New hires, experienced	\$11.99 to \$26.19	\$19.21
Three years with firm	\$16.78 to \$31.83	\$23.14

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	44%	56%	0%
Dental Insurance	44%	31%	0%
Vision Insurance	56%	19%	0%
Life Insurance	50%	25%	0%
Sick Leave	94%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	31%	0%	6%
Child Care	0%	0%	6%
401K	38%	44%	13%

WHERE THE JOBS ARE

Accounting, Auditing & Bookkeeping Services
 Computer and Data Processing Services
 Local Government, except Hospitals & Education
 Miscellaneous Business Services
 State Government, except Hospitals & Education

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Large (1,420 – 1,590)

Gender ratio as reported by responding employers:
 Female – 64% Male – 36%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (81%) work full-time, 40 hours per week weighted average. Few employees work part-time, 23 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Most responding employers (63%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/management skills; ability to keep up-to-date with accounting procedures; computer/technical skills; good client relations; administrative skills; and ability to interpret, recommend and implement procedures.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 9

SOURCE OF FILLED VACANCIES

Employees leaving 67%
 Temporary, on call, or seasonal positions 22%
 New positions 11%

PRIMARY RECRUITMENT METHODS

Newspaper ads 94%
 Internet 44%
 In-house promotions or transfers 38%
 Private employment agencies 38%

EMPLOYER REQUIREMENTS

EXPERIENCE

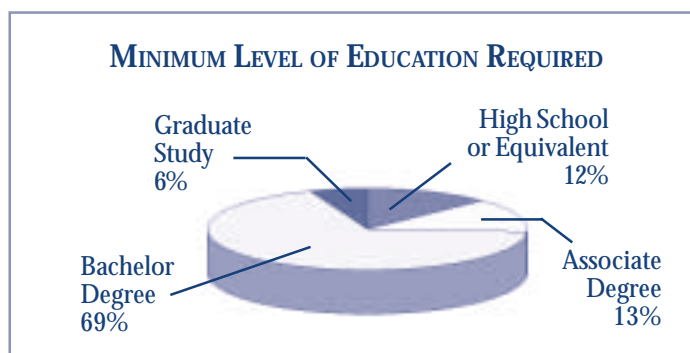
REQUIRED – 81% **PREFERRED – 13%** **NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 24 months. Some of these employers (27%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 6%** **NOT REQUIRED – 81%**

Required or preferred training ranges from 6 to 36 months or an average of 22 months. Training includes accounting programs. Almost all employers (81%) reported that training is included in the associate degree and bachelor's degree reported below.



LEGALLY MANDATED REQUIREMENTS

Certification of CPAs requires a bachelor's degree or 120 semester units from an approved college or university, with a minimum of 45 semester units in accounting/auditing and business related courses, of which 10 semester units must be in accounting/auditing courses; pass CPA examination; and 2-4 years accounting experience, based on level and type of education. Twenty-four continuing education units are required every two years in order to retain one's CPA license. – *California's Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ✎ Word Processing (94%) ✎ Spreadsheet (88%)
- ✎ Database (44%) ✎ Desktop Publishing (13%)
- ✎ Other (100%) – Various accounting programs

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 1* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Codes 13-2011.00, 13-2011.01, 13-2011.02
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)
- ✎ *California State Board of Accountancy* (www.dca.ca.gov/cba)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to interpret facts and figures quickly
- ✎ Ability to use accounting software
- ✎ Ability to write effectively
- ✎ Cost accounting skills
- ✎ Management accounting skills
- ✎ Ability to conduct an audit
- ✎ Tax accounting skills
- ✎ Financial planning skills

PERSONAL OR OTHER

- ✎ Ability to communicate effectively
- ✎ Ability to work independently
- ✎ Detail oriented
- ✎ Good analytical skills
- ✎ Ability to write legibly
- ✎ Time management skills
- ✎ Ability to work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 6% Remain Stable – 94% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 330
 Due to growth – 170
 Due to separations – 160

Projected job growth rate for 7-year period:
 12% (Slower than average)
 Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Administrative Assistants

Employers Responded: 16 • Employees Covered: 67

Administrative Assistants aid executives by coordinating, analyzing, and improving office services, such as personnel, budget, and operating practices. They analyze personnel requirements, study methods of improving performance standards, and analyze jobs for wage-and-salary adjustments and promotions. They analyze budgetary requirements and expenditures, and study methods to implement cost reduction. They analyze operating practices and create new systems or revise established procedures to simplify and improve reporting procedures, work flow, record keeping systems, forms control, office layout, or suggestion systems. They interpret operating policies, prepare reports with recommendations for solutions of administrative problems, and answer correspondence. They may direct services, such as maintenance, repair, supplies, and mail.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$17.92	\$15.61
New hires, experienced	\$10.00 to \$22.24	\$15.74
Three years with firm	\$12.72 to \$23.35	\$18.39

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	56%	44%	0%
Dental Insurance	50%	50%	0%
Vision Insurance	56%	25%	0%
Life Insurance	63%	31%	0%
Sick Leave	94%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	38%	44%	6%
Child Care	0%	6%	0%
401K	6%	19%	6%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	○	●

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Supply of inexperienced qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

WHERE THE JOBS ARE

Business Services
 Manufacturing
 Finance, Insurance, and Real Estate
 Education Services
 Transportation and Communication Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006: Large

Gender ratio as reported by responding employers:
 Female – 99% Male – 1%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 43 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (75%) promote their employees to higher level positions.
- Skills important for career advancement: Management/administrative skills, multi-tasking/organizational skills, interpersonal/communication skills, knowledge of the company, technical/computer skills, and accounting skills.

HIRED IN THE PAST 12 MONTHS: 13

SOURCE OF FILLED VACANCIES

Employees leaving 54%
 New positions 23%
 Promotions 23%

PRIMARY RECRUITMENT METHODS

Newspaper ads 94%
 In-house promotions or transfers 69%
 Internet 38%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 75%**PREFERRED – 25%****NOT REQUIRED – 0%**

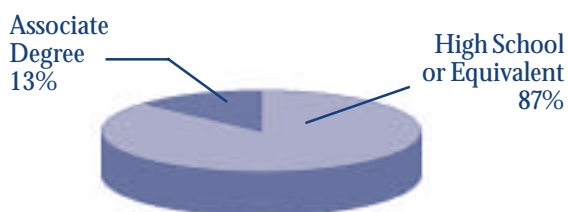
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 27 months. Other acceptable experience listed by responding employers includes Secretary, Customer Service Representative, or Office Clerk. Some of these employers (38%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 19%**PREFERRED – 25%****NOT REQUIRED – 56%**

Required or preferred training ranges from 12 to 24 months or an average of 14 months. Training includes computer software programs or secretarial courses.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ✎ Word Processing (100%)
- ✎ Spreadsheet (94%)
- ✎ Database (75%)
- ✎ Desktop Publishing (38%)
- ✎ Other (44%) – PowerPoint.

ADDITIONAL RESOURCES

- ✎ O*Net (<http://online.onetcenter.org>), SOC Code 43-6011.00
- ✎ U.S. Department of Labor Occupational Outlook Handbook 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to write effectively
- ✎ Knowledge of computer software applications
- ✎ Knowledge of business math
- ✎ Problem solving skills
- ✎ Record keeping skills
- ✎ Time management skills
- ✎ Project management skills
- ✎ Presentation design skills

PHYSICAL

- ✎ Wrist-finger dexterity
- ✎ Near vision (may be corrective)

PERSONAL OR OTHER

- ✎ Ability to work independently
- ✎ Good judgment and decision making skills
- ✎ Oral communication skills
- ✎ Pay close attention to detail
- ✎ Reading and comprehension skills
- ✎ Ability to write legibly

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 19% Remain Stable – 69% Decline – 12%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

Administrative Services Managers

Employers Responded: 15 • Employees Covered: 20

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Does not include Procurement Managers or Managers who spend less than 80% of their time in administrative services.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Insufficient Data	
New hires, experienced	\$14.38 to \$34.89	\$27.89
Three years with firm	\$16.78 to \$42.41	\$32.69

Other forms of compensation: Some responding employers (27%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	40%	60%	0%
Dental Insurance	27%	60%	7%
Vision Insurance	27%	47%	7%
Life Insurance	67%	33%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	53%	40%	0%
Child Care	7%	7%	0%

WHERE THE JOBS ARE

Offices of Health Practitioners
Accounting, Auditing and Bookkeeping Services
Manufacturing – Drugs
Local Government

SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:
Large (890 – 1,020)

Gender ratio as reported by responding employers:
Male – 55% Female – 45%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (53%) promote their employees to higher level positions.
- Skills important for career advancement: Business/resource/financial management, leadership skills, multi-tasking skills, and supervisory skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Insufficient Data		

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 4

SOURCE OF FILLED VACANCIES

Employees leaving 75%
Promotions 25%

PRIMARY RECRUITMENT METHODS

Newspaper ads 80%
In-house promotions or transfers 60%
Internet 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 93% **PREFERRED – 7%** **NOT REQUIRED – 0%**

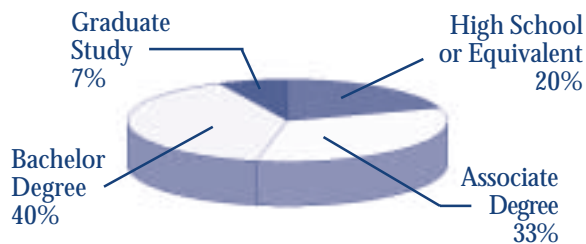
Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 49 months. Other acceptable experience includes business administration, professional management, accounting/financial or industry related positions. Few of these employers (13%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 13%** **NOT REQUIRED – 74%**

Required or preferred training ranges from 6 to 12 months or an average of 8 months. Training includes accounting or computer applications programs.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 14 seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (93%)
- Database (79%) • Desktop Publishing (21%)
- Other (43%) – PowerPoint, accounting, and in-house programs.

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 11-3011.0
- U.S. Department of Labor Occupational Outlook Handbook 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to manage an activity or department
- Time management skills
- Organizational skills
- Information gathering skills
- Report writing skills
- Contract writing skills
- Understanding of purchasing procedures
- Understanding of inventory techniques
- Knowledge of administrative and office procedures
- Knowledge of training techniques
- Knowledge of accounting principles
- Knowledge of human resource functions
- Knowledge of media communication techniques

PERSONAL OR OTHER

- Oral communication skills
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Judgment and decision making skills
- Reading and comprehension skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 7% Remain Stable – 93% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 250

Due to growth – 130

Due to separations – 120

Projected job growth rate for 7-year period:

14.6% (Slower than average)

Average growth rate for all occupations –17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Automotive Body and Related Repairers

Employers Responded: 17 • Employees Covered: 122

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.00 to \$7.50	\$7.30
New hires, experienced	\$7.00 to \$25.00	\$13.00
Three years with firm	\$8.00 to \$28.77	\$20.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	24%	41%	6%
Dental Insurance	12%	35%	12%
Vision Insurance	12%	12%	6%
Life Insurance	35%	6%	0%
Sick Leave	12%	6%	0%
Vacation	65%	6%	0%
Retirement Plan	12%	35%	6%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Automotive Repair Shops

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium (440 – 470)

Gender ratio as reported by responding employers:
Male – 99% Female – 1%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all employers (82%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, estimating skills, and good customer relations.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 40

SOURCE OF FILLED VACANCIES

Employees leaving	72%
New positions	23%
Promotions	5%

PRIMARY RECRUITMENT METHODS

Employee referrals	88%
Newspaper ads	53%
Walk-in applicants	53%
In-house promotions or transfers	35%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 82% **PREFERRED – 12%** **NOT REQUIRED – 6%**

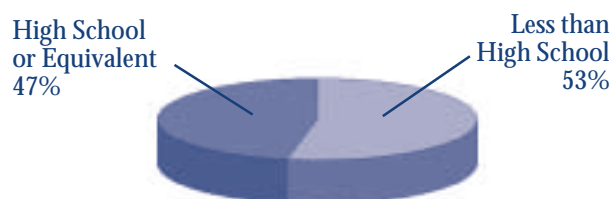
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 30 months. Some of these employers (38%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 18% **PREFERRED – 18%** **NOT REQUIRED – 64%**

Required or preferred training ranges from 3 to 12 months or an average of 9 months. Training includes automotive body repair programs.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 17 responding employers, 3 seek computer skills as follows:

- Database (33%)
- Other (100%) – Pathway and Mitchell estimating programs.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Skill in working with fiberglass
- Ability to operate power hand tools
- Masking skills
- Ability to apply various painting techniques and skills
- Welding skills
- Ability to detail automobiles

PHYSICAL

- Ability to tolerate dust and paint fumes
- Possession of good color perception
- Ability to lift at least 70 lbs. repeatedly
- Manual dexterity

PERSONAL OR OTHER

- Ability to provide own hand tools
- Willingness to work with close supervision
- Ability to work independently
- Ability to pay close attention to detail
- Ability to read and follow instructions
- Oral communication

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 53% Remain Stable – 47% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 68 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 49-3021.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 120

Due to growth – 30

Due to separations – 90

Projected job growth rate for 7-year period:

6.8% (Slower than average)

Average growth rate for all occupations – 17.3%

Automotive Mechanics

Employers Responded: 20 • Employees Covered: 236

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Other common job title: Automotive Technicians

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$11.51	\$10.54
New hires, experienced	\$10.00 to \$22.50	\$15.00
Three years with firm	\$14.00 to \$28.75	\$18.21

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	20%	60%	5%
Dental Insurance	10%	40%	20%
Vision Insurance	0%	35%	10%
Life Insurance	35%	20%	5%
Sick Leave	30%	0%	0%
Vacation	90%	0%	0%
Retirement Plan	5%	10%	0%
Child Care	0%	0%	5%
401K	5%	50%	20%

WHERE THE JOBS ARE

New and Used Car Dealers
Automotive Repair Shops
Auto and Home Supply Stores

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (1,640 – 1,810)

Gender ratio as reported by responding employers:
Male – 100%

OTHER INFORMATION

- Almost all responding employers (95%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (90%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Ability to keep up with technology, interpersonal skills, service management skills, supervisory skills, advisory skills, and possession of certifications.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 43

SOURCE OF FILLED VACANCIES

New positions 47%
Employees leaving 37%
Promotions 16%

PRIMARY RECRUITMENT METHODS

Newspaper ads 70%
Walk-in applicants 65%
Employee referrals 50%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 80% **PREFERRED – 20%** **NOT REQUIRED – 0%**

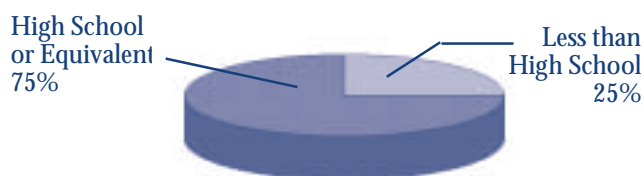
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 23 months. Other acceptable experience listed by responding employers includes bus or truck mechanics or mechanic's helper. Most of these employers (70%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 20% **PREFERRED – 60%** **NOT REQUIRED – 20%**

Required or preferred training ranges from 3 to 24 months or an average of 14 months. Training includes Automotive Technician or Auto Service Excellence Certification programs. Some responding employers reported that they have work/training programs for new hires to obtain certification or they provide dealership sponsored training.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

Technicians certifying brakes and lamps require a Brake/Lamp Adjuster License. Technicians inspecting, testing, and repairing vehicle emissions control systems in accordance with the Smog Check program must be certified. Two years of tune-up and emission experience in a shop that is registered by the Bureau of Automotive Repair qualifies mechanics to take the smog test certification exam. – *California's Professional & Business License Handbook, August 1999; California Occupational Guide No. 24.*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 20 responding employers, 9 seek computer skills as follows:

- ✎ Word Processing (44%) ✎ Spreadsheet (22%)
- ✎ Database (44%) ✎ Desktop Publishing (0%)
- ✎ Other (56%) – Industry programs.

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 24* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Codes 49-3023.00, 49-3023.01, 49-3023.02
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to repair vehicle heating and engine-cooling systems
- ✎ Possession of a valid driver's license
- ✎ Ability to implement safe work practices
- ✎ Ability to operate electronic automotive diagnostic equipment
- ✎ Ability to repair and service vehicle air conditioners
- ✎ Ability to repair fuel injection systems
- ✎ Certified in Auto Service Excellence (ASE)
- ✎ Ability to repair and adjust transmissions
- ✎ Ability to repair emission controls
- ✎ Front end alignment skills
- ✎ Certified as a Smog Control Mechanic

PHYSICAL

- ✎ Ability to lift at least 50 lbs.
- ✎ Ability to work in cramped positions

PERSONAL OR OTHER

- ✎ Possession of mechanical aptitude
- ✎ Ability to work independently
- ✎ Ability to identify and solve problems
- ✎ Oral communications skills
- ✎ Ability to provide own tools
- ✎ Willingness to work with close supervision
- ✎ Basic math skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 55% Remain Stable – 45% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 470

Due to growth – 170

Due to separations – 300

Projected job growth rate for 7-year period:

10.4% (Slower than average)

Average growth rate for all occupations – 17.3%

Bakers – Bread and Pastry

Employers Responded: 21 • Employees Covered: 63

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.00 to \$8.00	\$7.00
New hires, experienced	\$6.00 to \$11.57	\$8.50
Three years with firm	\$6.50 to \$17.00	\$11.57

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	14%	33%	5%
Dental Insurance	10%	24%	10%
Vision Insurance	10%	24%	5%
Life Insurance	14%	19%	10%
Sick Leave	14%	5%	0%
Vacation	38%	5%	0%
Retirement Plan	5%	24%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Grocery Stores
Retail Bakeries
Department Stores

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small/Medium (390 – 430)

Gender ratio as reported by responding employers:
Male – 67% Female – 33%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Most employees (68%) work full-time, 39 hours per week weighted average. Some employees (30%) work part-time, 27 hours per week weighted average.
- Shifts worked: Day – 81% Swing – 19%
Graveyard – 19%
- Most responding employers (62%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, customer service skills, interpersonal and teamwork skills, ability to solve problems and make decisions, and dedication.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 11

SOURCE OF FILLED VACANCIES

Employees leaving 55%
New positions 27%
Promotions 18%

PRIMARY RECRUITMENT METHODS

Employee referrals 86%
Walk-in applicants 71%
Newspaper ads 43%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 24% **PREFERRED – 38%** **NOT REQUIRED – 38%**

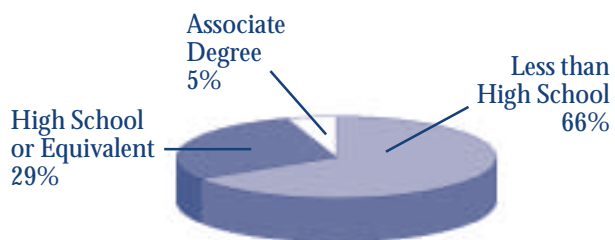
Required or preferred experience in this occupation ranges from 3 to 36 months or an average of 12 months. Other acceptable experience listed by responding employers includes cook and food preparation worker. Many of these employers (46%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 14%** **NOT REQUIRED – 86%**

Preferred training ranges from 3 to 12 months or an average of 9 months. Training includes culinary baking.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

None required.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Bread making skills
- ✎ Pastry making skills
- ✎ Pastry decorating skills
- ✎ Mastery of baking equipment

PHYSICAL

- ✎ Ability to lift at least 25 lbs. repeatedly
- ✎ Ability to stand continuously for prolonged periods of time
- ✎ Ability to taste and smell
- ✎ Finger dexterity
- ✎ Good eye-hand coordination

PERSONAL OR OTHER

- ✎ Ability to follow safe work practices
- ✎ Ability to read and follow instructions
- ✎ Ability to work independently
- ✎ Ability to work under pressure
- ✎ Ability to write legibly
- ✎ Basic math skills
- ✎ Creativity
- ✎ Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 29% Remain Stable – 71% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 120

Due to growth – 40

Due to separations – 80

Projected job growth rate for 7-year period:

10.3% (Slower than average)

Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- ✎ Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 532 (www.calmis.ca.gov)
- ✎ O*Net (<http://online.onetcenter.org>), SOC Code 51-3011.01
- ✎ U.S. Department of Labor *Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

Bill and Account Collectors

Employers Responded: 15 • Employees Covered: 75

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$11.00	\$10.18
New hires, experienced	\$9.00 to \$15.00	\$11.00
Three years with firm	\$11.00 to \$17.26	\$14.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	40%	47%	0%
Dental Insurance	33%	33%	20%
Vision Insurance	20%	33%	20%
Life Insurance	53%	20%	0%
Sick Leave	87%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	27%	40%	13%
Child Care	0%	0%	7%

WHERE THE JOBS ARE

Mortgage Bankers and Brokers
Credit Reporting and Collection
Personal Credit Institutions
Hospitals

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (910 – 1,010)

Gender ratio as reported by responding employers:
Female – 83% Male – 17%

OTHER INFORMATION

- ✎ All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- ✎ Almost all employees (92%) work full-time, 40 hours per week weighted average.
- ✎ Shifts worked: Day – 100% Swing – 7%
- ✎ Most responding employers (60%) promote their employees to higher level positions.
- ✎ Skills important for career advancement: Supervisory/management skills, and knowledge of industry or company procedures.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 22

SOURCE OF FILLED VACANCIES

Employees leaving 54%
Promotions 23%
New positions 18%
Temporary, on call, or seasonal positions 5%

PRIMARY RECRUITMENT METHODS

Newspaper ads 80%
Employee referrals 60%
In-house promotions or transfers 20%
Private employment agencies 20%

EMPLOYER REQUIREMENTS

EXPERIENCE

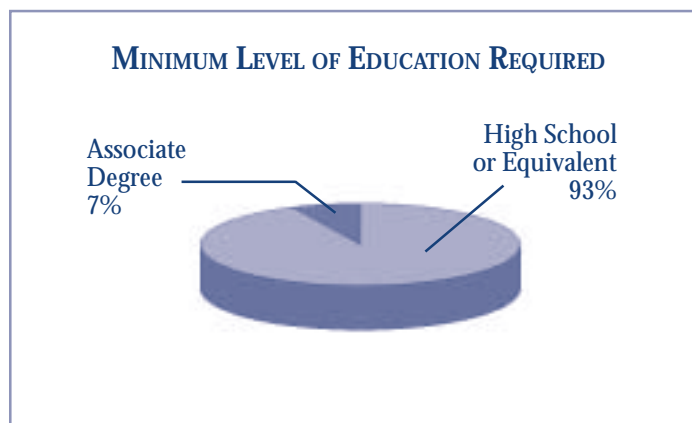
REQUIRED – 60% **PREFERRED – 33%** **NOT REQUIRED – 7%**

Required or preferred experience in this occupation ranges from 6 to 48 months or an average of 18 months. Other acceptable experience listed by responding employers includes accounting, bookkeeping or insurance billing. Many of these employers (50%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 7% **PREFERRED – 13%** **NOT REQUIRED – 80%**

Required or preferred training ranges from 1 to 12 months or an average of 6 months. Training includes accounting or computer courses.



DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 14 seek computer skills as follows:

- ✦ Word Processing (64%) ✦ Spreadsheet (57%)
- ✦ Database (43%) ✦ Desktop Publishing (0%)
- ✦ Other (71%) – Accounting programs and MAS90.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✦ Ability to use a calculator
- ✦ Ability to use computer database applications
- ✦ Information gathering skills
- ✦ Problem solving skills
- ✦ Record keeping skills
- ✦ Ability to follow billing procedures
- ✦ Problem identification skills
- ✦ Telephone answering skills
- ✦ Business math skills
- ✦ Knowledge of accounting principles
- ✦ Ability to write effectively

PHYSICAL

- ✦ Ability to sit continuously for 2 or more hours

PERSONAL OR OTHER

- ✦ Ability to tolerate stress
- ✦ Oral communication skills
- ✦ Public contact skills
- ✦ Ability to work independently
- ✦ Reading comprehension skills
- ✦ Good judgment and decision making skills
- ✦ Social/People skills
- ✦ Willingness to work under close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 27% Remain Stable – 66% Decline – 7%

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 561* (www.calmis.ca.gov)
- ✦ *O*Net* (<http://online.onetcenter.org>), SOC Code 43-3011.00
- ✦ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 280
 Due to growth – 100
 Due to separations – 180

Projected job growth rate for 7– year period:
 11% (Slower than average)
 Average growth rate for all occupations – 17.3%

Biological Scientists

Employers Responded: 17 • Employees Covered: 127

Biological Scientists are concerned with research into problems dealing with life processes. Includes Biologists, Biochemists, Biophysicists, Pathologists, Bacteriologists, Toxicologists, and Zoologists. Does not include Medical and Agricultural Scientists.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$16.78 to \$21.00	\$16.78
New hires, experienced	\$16.78 to \$28.85	\$23.01
Three years with firm	\$21.58 to \$34.52	\$27.00

Some employers (29%) reported other compensations that include bonuses, stock options, or profit sharing.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	53%	29%	0%
Dental Insurance	35%	41%	6%
Vision Insurance	12%	41%	0%
Life Insurance	29%	41%	6%
Sick Leave	76%	6%	0%
Vacation	71%	6%	0%
Retirement Plan	24%	18%	0%
Child Care	0%	0%	6%
401K	6%	53%	0%

WHERE THE JOBS ARE

Drugs
Research, Development, and Testing Services
Federal and Local Government

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (200–330)

Gender ratio as reported by responding employers:
Female – 47% Male – 53%

OTHER INFORMATION

- Almost all responding employers (82%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (92%) work full-time, 43 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Management/administrative skills, strong technical skills, advanced scientific knowledge, and possession of a higher degree.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 29

SOURCE OF FILLED VACANCIES

Employees leaving 41%
New positions 31%
Promotions 21%
Temporary, on call, or seasonal positions 7%

PRIMARY RECRUITMENT METHODS

Internet 47%
In-house promotions or transfers 41%
Colleges/Universities 35%
Other – Industry recruitment and referrals 35%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 76% **PREFERRED – 18%** **NOT REQUIRED – 6%**

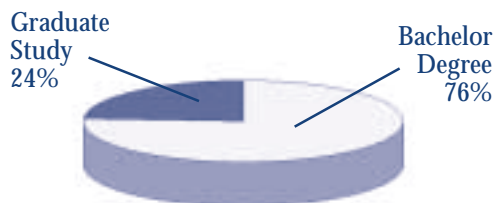
Required or preferred experience in this occupation ranges from 12 to 36 months or an average of 26 months. Other acceptable experience listed by responding employers includes in-house positions. Few of these employers will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 12% **PREFERRED – 0%** **NOT REQUIRED – 88%**

Required training ranges from 6 to 12 months or an average of 9 months. Training includes California Laboratory Scientist License program.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

Vocations requiring license – Laboratory Clinical: Microbiologist, Scientist, Scientist Trainee, Scientist Limited (Clinical Chemist, Microbiologist, Immuno-hematologist, Toxicologist, Scientist), and Toxicologist – *California's Professional & Business License Handbook, August 1999* www.commerce.ca.gov/state/ttca/ttca_business_display.jsp

DESIRED COMPUTER SOFTWARE SKILLS

Out of 17 responding employers, 16 seek computer skills as follows:

- Word Processing (88%) • Spreadsheet (63%)
- Database (63%) • Desktop Publishing (13%)
- Other (63%) – Research and/or industry related programs.

ADDITIONAL RESOURCES

- Central Coast Biotechnology Center (www.ventura.cc.ca.us/depts/biotech)
- Council for Biotechnology Information (www.whybiotech.com)
- Employment Development Department, California Labor Market Information – Occupational Guide, No. 2007 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Codes 19-1020.01, 19-1021.00, 19-1021.01, 19-1022.00, 19-1023.00,
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to analyze data to solve problems
- Ability to keep accurate records and maintain files
- Ability to read and understand relevant scientific literature
- Ability to transfer scientific knowledge to practical applications
- Report writing skills
- Excellent oral, written and computer communication skills
- Ability to use precision laboratory equipment
- High degree of scientific creativity
- Strong observational and computational skills
- Knowledge of environmental and physical conditions
- Knowledge of basic principles of plant and animal life

PHYSICAL

- Good physical stamina
- Possession of good color perception

PERSONAL OR OTHER

- Ability to work independently
- Good judgment and decision making skills
- Ability to think logically
- Ability to interact with others
- Ability to manage multiple priorities
- Detail oriented
- Ability to work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 47% Remain Stable – 53% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 170
 Due to growth – 130
 Due to separations – 40

Projected job growth rate for 7-year period:
 65% (Much faster than average)
 Average growth rate for all occupations – 17.3%

Biotechnology Laboratory Assistants

Employers Responded: 15 • Employees Covered: 49

Biotechnology Laboratory Assistants prepare solutions and perform laboratory procedures under the direction of a research assistant or scientist. They may be responsible for a wide variety of research laboratory tasks and experiments. They may also be responsible for implementing analyses of raw materials, in-process inspections and quality control audits as well as the manufacture and packaging of products and the implementation of production procedures.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$12.02	\$10.50
New hires, experienced	\$9.50 to \$19.18	\$14.00
Three years with firm	\$11.00 to \$23.97	\$17.00

Other forms of compensation: Some responding employers (20%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	47%	47%	0%
Dental Insurance	40%	33%	7%
Vision Insurance	20%	20%	7%
Life Insurance	40%	20%	13%
Sick Leave	80%	7%	0%
Vacation	87%	7%	0%
Retirement Plan	40%	33%	20%
Child Care	7%	0%	0%

WHERE THE JOBS ARE

Research and Development and Testing Services
Manufacturing – Drugs, Chemicals
Medical Laboratories
Agricultural Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:
None available

Gender ratio as reported by responding employers:
Male – 53% Female – 47%

OTHER INFORMATION

- Almost all responding employers (87%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (69%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (80%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Ability to learn new technical skills, possession of a bachelor's degree, good work ethic/self motivation, product knowledge, and supervisory skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Due to growth, employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 23

SOURCE OF FILLED VACANCIES

New positions 57%
Temporary, on call, or seasonal positions 22%
Employees leaving 17%
Promotions 4%

PRIMARY RECRUITMENT METHODS

Colleges/Universities 67%
Employee referrals 40%
In-house promotions or transfers 40%
Newspaper ads 40%
Internet 27%
Private employment agencies 27%

EMPLOYER REQUIREMENTS**EXPERIENCE**

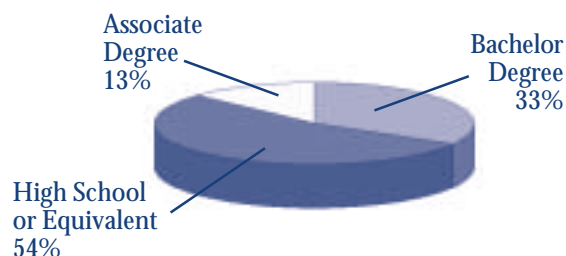
REQUIRED – 47% **PREFERRED – 53%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 1 to 36 months or an average of 16 months. Other acceptable experience includes any industry research or scientific laboratory setting. Most of these employers (60%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 27%** **NOT REQUIRED – 60%**

Required or preferred training ranges from 3 to 18 months or an average of 11 months. Training includes basic laboratory courses or biotechnology programs.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

Out of 15 responding employers, 10 seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (70%)
- Database (60%) • Desktop Publishing (10%)
- Other (20%) – Laboratory software.

ADDITIONAL RESOURCES

- Central Coast Biotechnology Center (www.ventura.cc.ca.us/depts/biotech)
- Council for Biotechnology Information (www.whybiotech.com)
- Employment Development Department, California Labor Market Information – Occupational Guide, No. 201, 2007 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 19-4021.00
- U.S. Department of Labor Occupational Outlook Handbook 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Ability to perform routine laboratory procedures
- Ability to maintain accurate records
- Ability to maintain clean work environment
- Ability to observe and document safe practices
- Knowledge of quality assurance policies
- Knowledge of biological sciences
- Knowledge of chemistry
- Ability to analyze data to solve problems
- Equipment operation and control skills
- Ability to apply inventory control methods

PHYSICAL

- Able to stand continuously for 2 or more hours

PERSONAL OR OTHER

- Ability to understand and follow instructions
- Ability to work as part of a team
- Ability to work independently
- Judgment and decision making skills
- Oral communication skills
- Reading and comprehension skills
- Effective writing skills

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 53% Remain Stable – 47% Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1990–2005**

The following information is from *Occupational Guide No. 201, California Projections of Employment* and represents the broad occupational group Physical, Life Science Techs, which includes Laboratory Assistant/Laboratory Technicians.

Estimated number of workers in 1990	32,250
Estimated number of workers in 2005	38,440
Projected Growth Percentage	19%
Estimated openings due to separations by 2005	13,860

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Bookkeeping, Accounting, & Auditing Clerks including Bookkeepers

Employers Responded: 17 • Employees Covered: 88

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$8.00 to \$10.00	\$9.00
Union	\$10.00 to \$13.71	\$11.86
New hires, experienced		
Non-union	\$8.00 to \$20.14	\$12.00
Union	\$10.00 to \$16.02	\$13.71
Three years with firm		
Non-Union	\$10.00 to \$23.01	\$15.00
Union	\$12.25 to \$18.70	\$16.59

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	18%	59%	0%
Dental Insurance	24%	41%	0%
Vision Insurance	24%	35%	0%
Life Insurance	29%	29%	0%
Sick Leave	76%	0%	0%
Vacation	82%	0%	0%
Retirement Plan	35%	0%	6%
Child Care	0%	0%	0%
401K	6%	41%	0%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

Elementary and Secondary Schools
Offices and Clinics of Medical Doctors
Accounting, Auditing and Bookkeeping Services
Local Government
Services – all sectors

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (3,850–4,050)

Gender ratio as reported by responding employers:
Female – 77% Male – 23%

OTHER INFORMATION

- Many responding employers (41%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (89%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Advanced knowledge of accounting, accuracy, management skills, supervisory skills, and job knowledge.

HIRED IN THE PAST 12 MONTHS: 23

SOURCE OF FILLED VACANCIES

Employees leaving 70%
New positions 17%
Promotions 9%
Temporary, on call, or seasonal positions 4%

PRIMARY RECRUITMENT METHODS

Newspaper ads 82%
In-house promotions or transfers 53%
Walk-in applicants 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 76% **PREFERRED – 24%** **NOT REQUIRED – 0%**

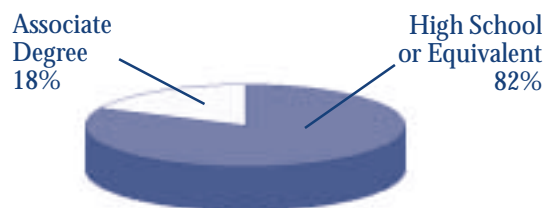
Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 16 months. Other acceptable experience listed by responding employers includes clerical or in-house positions. Many of these employers (53%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 12% **PREFERRED – 29%** **NOT REQUIRED – 59%**

Required or preferred training ranges from 3 to 12 months or an average of 6 months. Training includes bookkeeping or accounting courses.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- Word Processing (76%) • Spreadsheet (88%)
- Database (53%)
- Other (76%) – QuickBooks or other accounting or industry programs

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to calculate and post basic financial information
- Ability to keep up-to-date and accurate records
- Ability to review records and verify figures and calculations for accuracy
- Ability to compile reports and financial statements
- Ability to operate 10-key calculator by touch
- Ability to use accounting software
- Ability to write effectively
- Ability to use spreadsheet software
- Payroll processing skills

PHYSICAL

- Ability to sit for long periods of time

PERSONAL OR OTHER

- Ability to pay attention to detail
- Ability to work independently
- Ability to read and follow instructions
- Ability to write legibly
- Ability to perform routine, repetitive work
- Ability to work under pressure
- Public contact skills
- Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 18% Remain Stable – 82% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 26 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 43-3031.00
- U.S. Department of Labor *Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 710
 Due to growth – 200
 Due to separations – 510

Projected job growth rate for 7-year period:
 5.2% (Slower than average)
 Average growth rate for all occupations – 17.3%

Bus and Truck Mechanics and Diesel Engine Specialists

Employers Responded: 18 • Employees Covered: 131

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not applicable	
New hires, experienced		
Union	\$7.44 to \$28.89	\$17.07
Non-union	\$9.00 to \$18.00	\$14.00
Three years with firm		
Union	\$9.31 to \$28.89	\$18.70
Non-union	\$12.50 to \$23.00	\$19.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	72%	22%	0%
Dental Insurance	78%	17%	0%
Vision Insurance	72%	11%	0%
Life Insurance	56%	11%	6%
Sick Leave	72%	0%	0%
Vacation	83%	6%	6%
Retirement Plan	56%	39%	0%
Child Care	0%	6%	6%

WHERE THE JOBS ARE

Trucking and Courier Services
Truck Rental and Leasing
Elementary and Secondary Schools
School Buses

SIZE OF OCCUPATION

EDD estimated occupation size 1999-2006:
Medium (470 - 520)

Gender ratio as reported by responding employers:
Male - 100% Female - 0%

OTHER INFORMATION

- Most responding employers (61%) reported that wages *are* subject to collective bargaining or union agreements.
- All employees work full-time, 46 hours per week weighted average.
- Shifts worked: Day - 100% Swing - 11%
Graveyard - 6%
- Most responding employers (61%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory and management skills, ability to schedule and keep records, and knowledge of equipment and firm.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Not applicable		

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 31

SOURCE OF FILLED VACANCIES

Employees leaving 49%
New positions 35%
Promotions 16%

PRIMARY RECRUITMENT METHODS

Employee referrals 61%
Newspaper ads 61%
Walk-in applicants 44%
In-house promotions or transfers 33%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

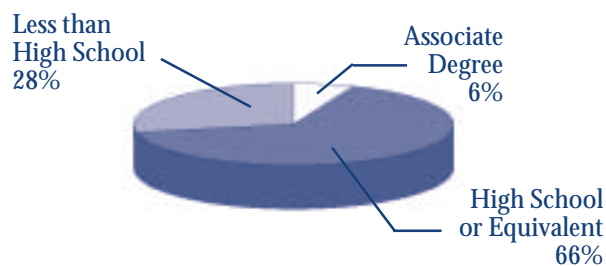
Required experience in this occupation ranges from 12 to 60 months or an average of 27 months. Other acceptable experience listed by responding employers includes automotive service or repair. Many of these employers (56%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 22% **PREFERRED – 28%** **NOT REQUIRED – 50%**

Required or preferred training ranges from 6 to 36 months or an average of 15 months. Training includes diesel engine mechanic, mechanic, automotive courses, or union apprenticeship.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 18 responding employers, 5 seek computer skills as follows:

- ✦ Word Processing (40%) ✦ Spreadsheet (20%)
- ✦ Database (40%)
- ✦ Other (80%) – Diagnostic and engine system testing programs, and industry related software.

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 251* (www.calmis.ca.gov)
- ✦ *O*Net* (<http://online.onetcenter.org>), SOC Code 49-3031.00
- ✦ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✦ *Ability to operate electronic diagnostic equipment*
- ✦ *Knowledge of hydraulics*
- ✦ *Shop math skills*
- ✦ *Ability to implement safe work practices*
- ✦ *Ability to use precision and power hand tools*
- ✦ *Welding skills*
- ✦ *Electrical and mechanical troubleshooting skills*
- ✦ *Ability to maintain shop and service records*
- ✦ *Ability to tune up diesel engines*

PERSONAL OR OTHER

- ✦ *Pay close attention to detail*
- ✦ *Ability to work independently*
- ✦ *Willingness to work with close supervision*
- ✦ *Possession of a good Department of Motor Vehicle driving record*
- ✦ *Ability to read and follow instructions*
- ✦ *Oral communication skills*
- ✦ *Willingness to take a pre-employment drug test*

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 28% Remain Stable – 72% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 130

Due to growth – 50

Due to separations – 80

Projected job growth rate for 7-year period:

10.6% (Slower than average)

Average growth rate for all occupations – 17.3%

Carpenters

Employers Responded: 18 • Employees Covered: 670

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not Applicable	
New hires, experienced		
Non-union	\$10.00 to \$21.50	\$17.00
Union	\$14.50 to \$28.50	\$22.19
Three years with firm		
Non-union	\$14.00 to \$25.00	\$22.50
Union	\$21.00 to \$29.75	\$27.44

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	35%	6%	6%
Dental Insurance	29%	0%	6%
Vision Insurance	29%	0%	6%
Life Insurance	29%	0%	0%
Sick Leave	6%	0%	0%
Vacation	41%	0%	0%
Retirement Plan	29%	12%	6%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Construction – Carpentry Work
Residential Building Contractors
Nonresidential Building Contractors

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (1,790 – 2,400)

Gender ratio as reported by responding employers:
Male – 99% Female – 1%

OTHER INFORMATION

- Some responding employers (22%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (83%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Almost all responding employers (83%) promote their employees to higher level positions.
- Skills important for career advancement: Leadership/supervisory skills, knowledge of the trade/Journeyman skills, project management/estimating skills, organizational skills, and computer skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Not Applicable		

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 212

SOURCE OF FILLED VACANCIES

New positions 58%
Employees leaving 31%
Temporary, on call, or seasonal positions 11%

PRIMARY RECRUITMENT METHODS

Employee referrals 78%
Walk-in applicants 67%
Newspaper ads 44%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

Required experience in this occupation ranges from 6 to 120 months or an average of 35 months. Other acceptable experience listed by responding employers includes other construction trade jobs or an apprenticeship program. Some of these employers (39%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 17% **PREFERRED – 6%** **NOT REQUIRED – 77%**

Required or preferred training ranges from 24 to 48 months or an average of 39 months. Training includes an apprenticeship program.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
61%



Less than
High School
39%

DESIRED COMPUTER SOFTWARE SKILLS

None required.

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 169* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Code 47-2031.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ *Ability to implement safe work practices*
- ✎ *Ability to operate power tools*
- ✎ *Ability to read blueprints*
- ✎ *Problem identification skills*
- ✎ *Rough carpentry skills*
- ✎ *Knowledge of design*
- ✎ *Shop math skills*
- ✎ *Finish carpentry skills*

PHYSICAL

- ✎ *Possession of agility and coordination*
- ✎ *Ability to perform strenuous, physically demanding work*
- ✎ *Ability to climb high places*
- ✎ *Ability to lift at least 50 lbs. repeatedly*

PERSONAL OR OTHER

- ✎ *Ability to pay close attention to detail*
- ✎ *Ability to read and follow instructions*
- ✎ *Willingness to work under close supervision*
- ✎ *Ability to provide own hand tools*
- ✎ *Ability to work independently*
- ✎ *Ability to work as a team*
- ✎ *Oral communication skills*
- ✎ *Ability to read and follow instructions*
- ✎ *Possession of a reliable vehicle*
- ✎ *Possession of a good DMV driving record*

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 39% Remain Stable – 50% Decline – 11%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 1,000
 Due to growth – 610
 Due to separations – 390

Projected job growth rate for 7-year period:
 34.1% (Much faster than average)
 Average growth rate for all occupations – 17.3%

Child Care Workers

Employers Responded: 15 • Employees Covered: 124

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

NOTE: This occupation does not include preschool teachers. The summary on Teachers, Preschool is a different OES occupation (313030) and can be found on page 148.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.25 to \$8.25	\$6.75
New hires, experienced	\$6.25 to \$9.27	\$7.50
Three years with firm	\$6.75 to \$12.87	\$10.00

Other forms of compensation: Some responding employers (20%) reported that they pay bonuses.

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	13%	0%	20%	0%	0%	0%
Dental Insurance	0%	0%	13%	0%	7%	0%
Vision Insurance	0%	0%	7%	7%	7%	0%
Life Insurance	13%	0%	7%	0%	0%	0%
Sick Leave	33%	13%	7%	0%	0%	0%
Vacation	40%	13%	7%	0%	0%	0%
Retirement Plan	7%	0%	13%	0%	0%	0%
Child Care	20%	7%	7%	13%	7%	0%

WHERE THE JOBS ARE

Child Day Care Services
Miscellaneous Amusement, Recreation Services
Civic and Social Associations

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (1,260 – 1,480)

Gender ratio as reported by responding employers:
Female – 85% Male – 15%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Many employees (40%) work full-time, 30 hours per week weighted average and some employees (20%) work full-time, 39 hours per week weighted average. Some employees (35%) work part-time, 19 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 7%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Possession of Early Childhood Education units, willingness to assume responsibility, reliability and dependability.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	○	●
Inexperienced	○	●	○

Employers who pay higher wages encounter little difficulty in finding qualified experienced workers. Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 55

SOURCE OF FILLED VACANCIES

New positions 42%
Employees leaving 40%
Temporary, on call, or seasonal positions 11%
Promotions 7%

PRIMARY RECRUITMENT METHODS

Employee referrals 73%
Newspaper ads 60%
Walk-in applicants 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 13% **PREFERRED – 60%** **NOT REQUIRED – 27%**

Required or preferred experience in this occupation ranges from 1 to 24 months or an average of 7 months. Other acceptable experience listed by responding employers includes baby-sitting or child-related services. Many of these employers (45%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 13%** **NOT REQUIRED – 74%**

Required or preferred training ranges from 1 to 12 months or an average of 5 months. Training includes CPR and first aid certificate, or Early Childhood Education units.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 4 seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (25%)

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 505* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 39-9011.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Knowledge of early childhood development
- Ability to administer emergency first aid
- Problem solving skills
- Oral reading skills
- Possession of a Cardiopulmonary Resuscitation (CPR) certificate
- Preschool child care skills
- Trained in first aid techniques
- Written communication skills

PHYSICAL

- Good health and physical stamina
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 40 lbs. repeatedly

PERSONAL OR OTHER

- Ability to exercise patience
- Ability to handle crisis situations
- Ability to work independently
- Oral communication skills
- Possession of a clean police record
- Ability to read and follow instructions
- Willingness to work under close supervision
- Ability to work under pressure

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 27% Remain Stable – 73% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 310

Due to growth – 220

Due to separations – 90

Projected job growth rate for 7-year period:

17.5% (Average)

Average growth rate for all occupations – 17.3%

Computer Engineers

Employers Responded: 16 • Employees Covered: 100

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.

Systems Engineers and Computer Network Engineers are included in this summary.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	*\$18.31 to \$23.97	\$21.14
New hires, experienced	*\$14.38 to \$28.00	\$22.69
Three years with firm	\$16.68 to \$43.15	\$30.54

*Since not all employers hire employees at all levels of experience this can produce wages that are out of pattern.

Some employers (25%) pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	38%	63%	0%
Dental Insurance	38%	50%	0%
Vision Insurance	31%	31%	0%
Life Insurance	50%	19%	6%
Sick Leave	88%	6%	0%
Vacation	88%	13%	0%
Retirement Plan	25%	0%	6%
Child Care	0%	6%	6%
401K	13%	56%	6%

WHERE THE JOBS ARE

Computer and Data Processing Services
Audio and Video Equipment
Electronic Components and Accessories
Federal Government
Special Industry Machinery

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (890–1,340)

Gender ratio as reported by responding employers:
Male – 84% Female – 16%

OTHER INFORMATION

- Almost all responding employers (88%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Management/supervisory skills, advanced technical/engineering knowledge, project/program management skills, administrative skills, and interpersonal skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 35

SOURCE OF FILLED VACANCIES

New positions 54%
Employees leaving 43%
Promotions 3%

PRIMARY RECRUITMENT METHODS

Internet 69%
Newspaper ads 69%
Employee referrals 44%
Colleges/Universities 38%

EMPLOYER REQUIREMENTS

EXPERIENCE

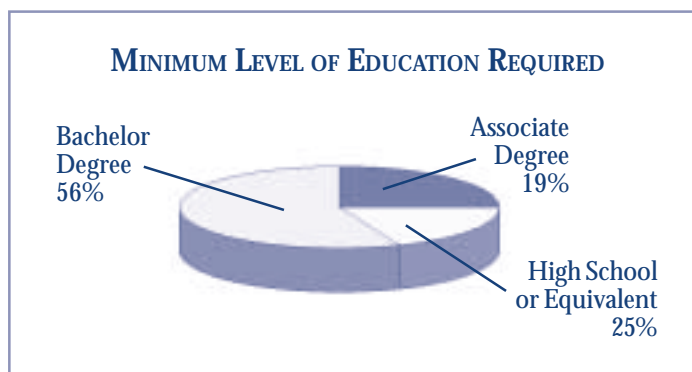
REQUIRED – 88% **PREFERRED – 6%** **NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 3 to 60 months or an average of 26 months. Other acceptable experience listed by responding employers includes other computer related or industry positions. Some of these employers (27%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 44% **PREFERRED – 6%** **NOT REQUIRED – 50%**

Required or preferred training ranges from 6 to 12 months or an average of 11 months. Training includes computer science, computer network engineering, or other computer certificate programs. Most employers (75%) require an associate or a bachelor degree, preferably with courses in computer science.



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- Word Processing (69%) • Spreadsheet (56%)
- Database (63%) • Desktop Publishing (44%)
- Other (88%) – Cobol, Cisco, development software, Local Area Network (LAN), Novell, Oracle, and knowledge of various operating systems.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 488 (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Codes 15-1032.00, 17-2061.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Knowledge of computer hardware and software systems
- Ability to analyze and solve technical problems
- Ability to keep up with changes in technology
- Completion of computer science courses
- Ability to design new computer devices, computer-related equipment, or software
- Ability to write documentation of computer procedures
- Ability to write detailed technical material
- Possess a high level of theoretical expertise

PERSONAL OR OTHER

- Ability to meet deadlines
- Ability to work as part of a team
- Ability to work under pressure
- Ability to work independently
- Oral communication skills
- Ability to write legibly
- Aptitude for science and advanced mathematics

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 50% Remain Stable – 50% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 500
 Due to growth – 450
 Due to separations – 50

Projected job growth rate for 7-year period:
 56% (Much faster than average)
 Average growth rate for all occupations – 17.3%

Computer Programmers, including Aides

Employers Responded: 16 • Employees Covered: 102

Computer Programmers, including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	*\$14.38 to \$16.78	\$15.58
New hires, experienced	*\$12.47 to \$35.96	\$23.97
Three years with firm	\$21.58 to \$52.74	\$28.26

*Since not all employers hire employees at all levels of experience this can produce wages that are out of pattern.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	69%	19%	0%
Dental Insurance	50%	19%	6%
Vision Insurance	63%	13%	0%
Life Insurance	56%	6%	0%
Sick Leave	81%	0%	0%
Vacation	81%	0%	0%
Retirement Plan	6%	0%	0%
Child Care	0%	13%	0%
401K	6%	63%	13%

WHERE THE JOBS ARE

Computer and Data Processing Services
 Personnel Supply Services
 Engineering and Architectural Services
 Research and Testing Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Large (1,020–1,110)

Gender ratio as reported by responding employers:
 Male – 75% Female – 25%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (56%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Ability to keep current with advancing technology, management skills, interpersonal skills, administrative skills, and project management skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 20

SOURCE OF FILLED VACANCIES

New positions 65%
 Employees leaving 35%

PRIMARY RECRUITMENT METHODS

Internet 69%
 Employee referrals 63%
 Newspaper ads 44%

EMPLOYER REQUIREMENTS**EXPERIENCE**

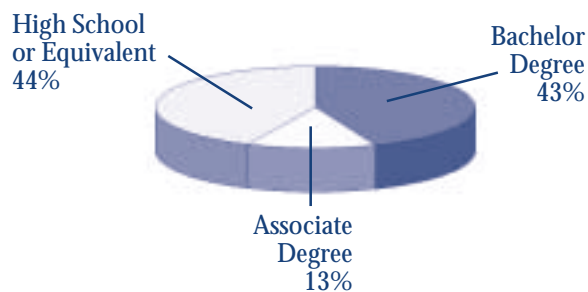
REQUIRED – 87% **PREFERRED – 13%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 31 months. Some of these employers (31%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 25% **PREFERRED – 19%** **NOT REQUIRED – 56%**

Required or preferred training ranges from 6 to 24 months or an average of 12 months. Training includes Oracle or computer programming certification.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- ✦ Word Processing (50%) ✦ Spreadsheet (50%)
- ✦ Database (44%) ✦ Desktop Publishing (25%)
- ✦ Other (100%) – Java, Visual Basic, C++, Oracle, HTML, SQL, and COBOL.

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- ✦ Problem solving skills
- ✦ Ability to use advanced function-oriented or object-oriented languages
- ✦ Knowledge of computer hardware & operating systems
- ✦ Business applications programming skills
- ✦ Ability to write documentation of computer procedures
- ✦ Ability to use fourth and fifth generation computer languages
- ✦ Ability to update, repair, and modify existing systems
- ✦ Statistical programming skills
- ✦ Engineering programming skills
- ✦ Scientific programming skills

PHYSICAL

- ✦ Ability to sit for prolonged periods of time

PERSONAL OR OTHER

- ✦ Ability to work independently
- ✦ Ability to work under pressure
- ✦ Oral communication skills
- ✦ Self-motivated
- ✦ Ability to think logically and sequentially
- ✦ Ability to perform precision work

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 56% Remain Stable – 38% Decline – 6%

ADDITIONAL RESOURCES

- ✦ Employment Development Department, California Labor Market Information – Occupational Guide No. 81 (www.calmis.ca.gov)
- ✦ O*Net (<http://online.onetcenter.org>), SOC Code 15-1021.00
- ✦ U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projected job openings for 7-year period: 320
 Due to growth – 90
 Due to separations – 230

Projected job growth rate for 7-year period:
 8.8% (Slower than average)
 Average growth rate for all occupations – 17.3%

Computer Support Specialists

Employers Responded: 15 • Employees Covered: 98

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$14.38	\$12.70
New hires, experienced	\$10.44 to \$23.44	\$18.03
Three years with firm	\$11.40 to \$27.91	\$21.31

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	53%	47%	0%
Dental Insurance	40%	40%	7%
Vision Insurance	20%	47%	0%
Life Insurance	53%	33%	0%
Sick Leave	93%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	27%	40%	13%
Child Care	0%	13%	7%

WHERE THE JOBS ARE

Computer and Computer Software Stores
 Research and Testing Services
 Electronic Components and Accessories
 Colleges and Universities
 Telephone Communications

SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:
 Large (860 – 1,330)

Gender ratio as reported by responding employers:
 Male – 56% Female – 44%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 7%
- Most responding employers (73%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Understanding of Management Information Systems (MIS), knowledge of network administration, and the possession of a software or manufacturer's certificate.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 24

SOURCE OF FILLED VACANCIES

Employees leaving 50%
 New positions 33%
 Promotions 13%
 Temporary, on call, or seasonal positions 4%

PRIMARY RECRUITMENT METHODS

Newspaper Ads 67%
 Internet 53%
 Private Employment Agencies 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 80% **PREFERRED – 20%** **NOT REQUIRED – 0%**

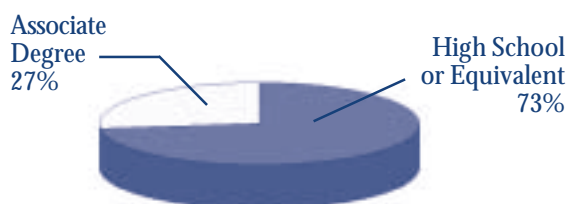
Required or preferred experience in this occupation ranges from 3 to 36 months or an average of 18 months. Other acceptable experience listed by responding employers includes computer related positions. Many of these employers (53%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 33% **PREFERRED – 20%** **NOT REQUIRED – 47%**

Required or preferred training ranges from 6 to 24 months or an average of 11 months. Training includes software applications, certification programs, or computer technician courses.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (93%)
- Database (93%) • Desktop Publishing (47%)
- Other (73%)

Skills include Word, Access, Excel, MS Office, industry programs, the Internet, and Windows environment.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to identify software errors or diagnostic messages
- Ability to read and comprehend technical information
- Ability to troubleshoot
- Ability to use operating manuals
- Ability to utilize good teaching techniques
- Ability to write effectively
- Knowledge of computer hardware and operating systems
- Knowledge of software applications
- Problem solving skills
- Record keeping skills
- Understanding of local area networks (LAN)
- Understanding of wide area networks (WAN)

PERSONAL OR OTHER

- Ability to communicate with computer literate staff
- Ability to communicate technical information to non-technical staff
- Ability to work independently
- Ability to write legibly
- Ability to work under pressure
- Basic math skills
- Customer service skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 40% Remain Stable – 60% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 520

Due to growth – 470

Due to separations – 50

Projected job growth rate for 7-year period:

54.7% (Much faster than average)

Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 15-1041.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the Training Provider Directory starting on page 202

Cooks – Specialty Fast Foods

Employers Responded: 17 • Employees Covered: 633

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$8.25	\$6.75
New hires, experienced	\$6.75 to \$8.25	\$7.00
Three years with firm	\$7.00 to \$8.50	\$8.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	6%	0%	29%	18%	6%	6%
Dental Insurance	6%	0%	24%	12%	6%	12%
Vision Insurance	6%	0%	12%	6%	0%	12%
Life Insurance	6%	0%	12%	6%	0%	6%
Sick Leave	24%	6%	0%	0%	0%	0%
Vacation	35%	24%	0%	0%	0%	0%
Retirement Plan	12%	6%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
401K	0%	0%	29%	24%	6%	6%

WHERE THE JOBS ARE

Eating and Drinking Places

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (1,000–1,120)

Gender ratio as reported by responding employers:
Female – 55% Male – 45%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Some employees (31%) work full-time, 37 hours per week weighted average. Most employees (69%) work part-time, 21 hours per week weighted average.
- Shifts worked: Day – 94% Swing – 88%
- Almost all responding employers (94%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory/leadership skills, management skills, customer service skills, knowledge of job and procedures, advanced cooking skills/certification, and cashier skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Not applicable		
Inexperienced	○	○	●

Although turnover is extremely high in this occupation, the supply of inexperienced qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

HIRED IN THE PAST 12 MONTHS: 1,232

SOURCE OF FILLED VACANCIES

Employees leaving 99%
Temporary, on call, or seasonal positions 1%

PRIMARY RECRUITMENT METHODS

Walk-in applicants 88%
Employee referrals 76%
In-house promotions or transfers 24%
Newspaper ads 24%
School/program referrals 24%

EMPLOYER REQUIREMENTS

EXPERIENCE

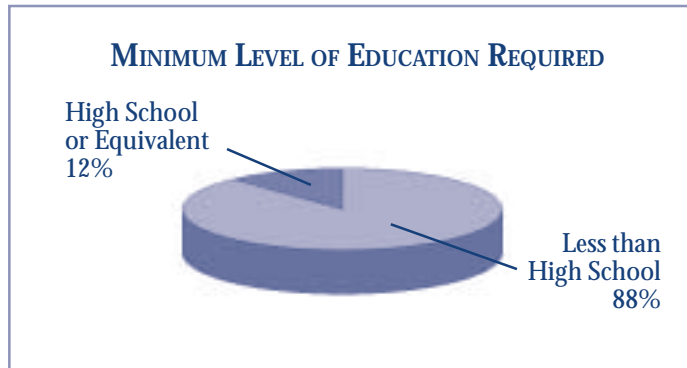
REQUIRED – 0% **PREFERRED – 35%** **NOT REQUIRED – 65%**

Preferred experience in this occupation ranges from 2 to 6 months or an average of 4 months.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 0%** **NOT REQUIRED – 100%**

Prior training is not required in this occupation. Training is given on the job.



DESIRED COMPUTER SOFTWARE SKILLS

Out of 17 responding employers, 1 seeks computer skills as follows:

- Word Processing

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to learn from on the job training

PHYSICAL

- Ability to stand for prolonged periods of time
- Ability to lift at least 10 lbs. repeatedly

PERSONAL OR OTHER

- Willingness to work nights, weekends, or holidays
- Ability to follow oral instructions
- Ability to read and follow instructions
- Reliability and honesty
- High standards of personal cleanliness
- Ability to work under pressure
- Oral communication skills
- Willingness to work part-time
- Ability to work independently
- Willingness to work with close supervision
- Basic math skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 18% Remain Stable – 76% Decline – 6%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projected job openings for 7-year period: 320
 Due to growth – 120
 Due to separations – 200

Projected job growth rate for 7-year period:
 12% (Slower than average)
 Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 366 (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 35-2011.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Customer Service Representatives

Employers Responded: 15 • Employees Covered: 74

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer need to technical staff.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$14.38	\$9.00
New hires, experienced	\$6.75 to \$18.00	\$10.00
Three years with firm	\$7.50 to \$20.00	\$12.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	13%	73%	0%
Dental Insurance	20%	67%	0%
Vision Insurance	20%	53%	7%
Life Insurance	20%	47%	7%
Sick Leave	80%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	7%	0%	0%
Child Care	0%	0%	0%
401K	7%	53%	7%

WHERE THE JOBS ARE

Finance and Insurance
Business Services
Electronic Components and Accessories
General Merchandise Stores

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
None available

Gender ratio as reported by responding employers:
Female – 73% Male – 27%

OTHER INFORMATION

- Almost all responding employers (93%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (76%) work full-time, 40 hours per week weighted average. Some employees work part-time, 24 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 13%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Knowledge of company and product, supervisory skills, management skills, accounting skills, sales ability, and technical skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 20

SOURCE OF FILLED VACANCIES

Employees leaving 45%
New positions 40%
Promotions 10%
Temporary, on call, or seasonal positions 5%

PRIMARY RECRUITMENT METHODS

Newspaper ads 67%
Employee referrals 60%
In-house promotions or transfers 40%
Walk-in applicants 40%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 27% **PREFERRED – 60%** **NOT REQUIRED – 13%**

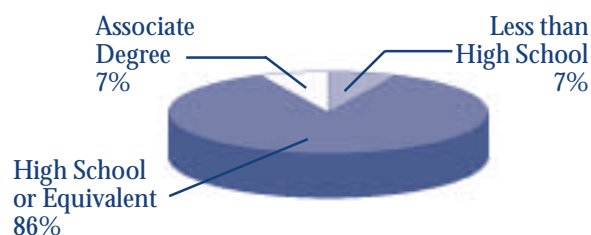
Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 13 months. Other acceptable experience listed by responding employers includes industry related positions or other in-house positions. Some of these employers (31%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 0%** **NOT REQUIRED – 87%**

Required training ranges from 1 to 12 months or an average of 7 months. Training includes computer programs.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 13 seek computer skills as follows:

- Word Processing (85%) • Spreadsheet (46%)
- Database (54%) • Desktop Publishing (23%)
- Other (46%) – Company or industry software.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to resolve customer complaints
- Ability to understand the company's products or services
- Telephone answering skills
- Ability to explain company rules and policies
- Ability to interview customers for information
- Data entry skills
- Ability to process orders for products or services
- Ability to use a calculator
- Ability to use word processing software
- Record keeping skills
- Knowledge of billing procedures
- Ability to use spreadsheet software

PHYSICAL

- Ability to sit for long periods of time

PERSONAL OR OTHER

- Ability to work under pressure
- Ability to write legibly
- Oral communication skills
- Public contact skills
- Problem solving skills
- Ability to read and follow instructions
- Ability to work independently
- Ability to perform routine, repetitive work
- Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 47% Remain Stable – 53% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 43-4051.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

Database Administrators

Employers Responded: 16 • Employees Covered: 119

Database Administrators coordinate physical changes to computer databases and Code, test, and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate data base development as part of a project team.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$14.92 to \$16.78	\$15.85
New hires, experienced	\$15.00 to \$31.64	\$22.30
Three years with firm	\$19.45 to \$43.27	\$26.89

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	31%	63%	0%
Dental Insurance	19%	69%	0%
Vision Insurance	31%	31%	6%
Life Insurance	69%	25%	0%
Sick Leave	75%	13%	0%
Vacation	81%	13%	0%
Retirement Plan	38%	44%	13%
Child Care	0%	6%	6%

WHERE THE JOBS ARE

Government
 Engineering and Architectural Services
 Computer and Data Processing Services
 Colleges and Universities
 Miscellaneous Business Services
 Electronic Components and Accessories
 Communications

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Small (160 – 210)

Gender ratio as reported by responding employers:
 Male – 63% Female – 37%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (63%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, technical skills, and leadership.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Due to growth, employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 12

SOURCE OF FILLED VACANCIES

New positions 50%
 Employees leaving 42%
 Promotions 8%

PRIMARY RECRUITMENT METHODS

Employee referrals 63%
 Internet 63%
 Newspaper ads 56%
 In-house promotions or transfers 38%

EMPLOYER REQUIREMENTS

EXPERIENCE

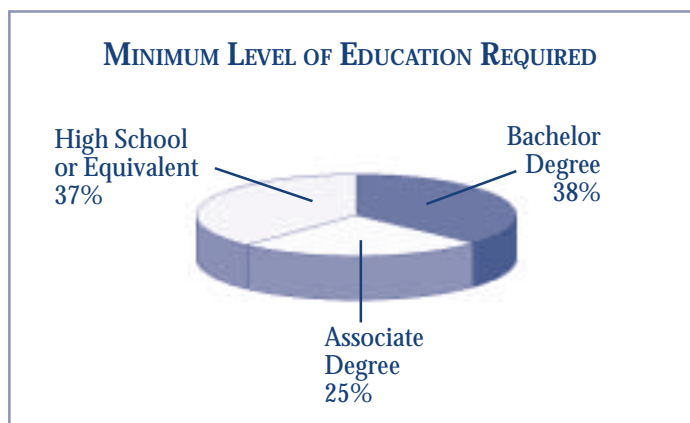
REQUIRED – 87% **PREFERRED – 13%** **NOT REQUIRED – 0%**

Required or preferred training ranges from 12 to 96 months or an average of 31 months. Other acceptable experience listed by responding employers includes computer related occupations and in-house positions. Few of these employers (13%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 24% **PREFERRED – 38%** **NOT REQUIRED – 38%**

Required or preferred training ranges from 3 to 12 months or an average of 9 months. Training includes database programs, certified computer programs, or other related computer applications.



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- Word Processing (63%) • Spreadsheet (50%)
- Database (94%) • Other (75%)

Skills include Access, industry related databases, Oracle, SQL, Unix, AS400, and Visual Basic.

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 15-1061.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to apply database management principles
- Problem solving skills
- Ability to communicate technical information to non-technical staff
- Database programming skills
- Ability to edit and debug database programs
- Ability to read and comprehend instructions
- Information organization skills
- Ability to plan and coordinate security systems
- Ability to write effectively
- Business math skills

PERSONAL OR OTHER

- Ability to pay close attention to detail
- Ability to work as part of a team
- Ability to think logically
- Ability to work independently
- Good judgment and decision making skills
- Ability to work under pressure
- Oral communication skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 19% Remain Stable – 75% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 70

Due to growth – 50

Due to separations – 20

Projected job growth rate for 7-year period:

31.3% (Much faster than average)

Average growth rate for all occupations – 17.3%

Dental Assistants

Employers Responded: 16 • Employees Covered: 92

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$12.00	\$9.50
New hires, experienced	\$8.50 to \$17.00	\$13.50
Three years with firm	\$11.00 to \$20.00	\$16.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	44%	38%	0%
Dental Insurance	31%	25%	0%
Vision Insurance	13%	6%	0%
Life Insurance	25%	13%	6%
Sick Leave	56%	0%	0%
Vacation	81%	0%	0%
Retirement Plan	38%	19%	6%
Child Care	0%	6%	6%
401K	6%	19%	6%

WHERE THE JOBS ARE

Offices and Clinics of Dentists

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium (740–820)

Gender ratio as reported by responding employers:
Female – 90% Male – 10%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Many employees (54%) work full-time, 38 hours per week weighted average. Some employees (21%) work full-time, 32 hours per week weighted average. Some employees (20%) work part-time, 21 weighted hours per week.
- Shifts worked: Day – 100%
- Almost all responding employers (88%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Possession of Registered Dental Assistant certificate, front office skills, back office skills, insurance billing skills, front and back office management skills, possession of Registered Dental Assistant Extended Function certificate, organizational skills, and motivation.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 19

SOURCE OF FILLED VACANCIES

Employees leaving	79%
Promotions	11%
New positions	5%
Temporary, on call, or seasonal positions	5%

PRIMARY RECRUITMENT METHODS

Newspaper ads	88%
Employee referrals	63%
School/program referrals	63%
Private employment agencies	13%
Walk-in applicants	13%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 31% **PREFERRED – 69%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 11 months. Almost all of these employers (81%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 44% **PREFERRED – 50%** **NOT REQUIRED – 6%**

Required or preferred training ranges from 6 to 18 months or an average of 8 months. Training includes dental assistant programs.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
100%



LEGALLY MANDATED REQUIREMENTS

A state license is not required to practice as a Dental Assistant in California. However, Registered Dental Assistants must graduate from an approved training program or have done satisfactory work as a dental assistant for 18 months and pass the RDA written and performance test. Registered Dental Assistants in Extended Functions (RDAEF) must complete a State Dental Examiners Board approved extended functions training program before performing more advanced patient care tasks. The program consists of approximately 96 course-work hours. Both RDAs and RDAEFs must meet continuing educational requirements for renewal of their certification every two years. – *California's Professional & Business License Handbook, August 1999; California Occupational Guide, No. 27*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 16 responding employers, 8 seek computer skills as follows:

- Word Processing (38%) • Database (13%)
- Other (63%) – Dental programs

ADDITIONAL RESOURCES

- *California Dental Assistants Association* (www.cdaaweb.org)
- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 27* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 31-9091.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to perform or assist with dental procedures
- Ability to determine the kind of tools and equipment needed
- Possession of Radiation Safety Certificate
- Knowledge of dental materials
- Patient record keeping skills
- Possession of Registered Dental Assistant (RDA) Certificate
- Understanding of coronal polishing

PHYSICAL

- Arm-hand steadiness and coordination skills
- Good vision
- Ability to stand continuously for 2 or more hours

PERSONAL OR OTHER

- Ability to follow instructions
- Ability to work as a team
- Oral communication skills
- Detail oriented
- Good grooming skills
- Public contact skills
- Ability to work independently
- Ability to write effectively and legibly
- Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 50% Remain Stable – 50% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 160
 Due to growth – 80
 Due to separations – 80

Projected job growth rate for 7-year period:
 10.8% (Slower than average)
 Average growth rate for all occupations – 17.3%

Dental Hygienists

Employers Responded: 15 • Employees Covered: 49

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$30.00 to \$37.50	\$33.25
New hires, experienced	\$30.00 to \$38.00	\$35.00
Three years with firm	\$34.38 to \$40.63	\$37.50

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	0%	7%	7%	0%	7%
Dental Insurance	27%	27%	27%	40%	0%	7%
Vision Insurance	13%	0%	0%	0%	0%	7%
Life Insurance	20%	0%	0%	0%	0%	7%
Sick Leave	13%	0%	0%	0%	0%	0%
Vacation	27%	13%	0%	0%	0%	0%
Retirement Plan	13%	7%	13%	7%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

WHERE THE JOBS ARE

Offices and Clinics of Dentists

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (320 – 350)

Gender ratio as reported by responding employers:
Female – 100%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (65%) work part-time, 17 hours per week weighted average. Some employees (31%) work full-time, 31 to 37 hours per week weighted average.
- Shifts worked: Day – 100%
- None of the responding employers promote their employees to higher level positions.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Due to turnover, employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 21

SOURCE OF FILLED VACANCIES

Employees leaving 43%
Temporary, on call, or seasonal positions 38%
New positions 19%

PRIMARY RECRUITMENT METHODS

Newspaper ads 67%
Employee referrals 60%
School, program referrals 47%
Other – Dental Society 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 20%**PREFERRED – 40%****NOT REQUIRED – 40%**

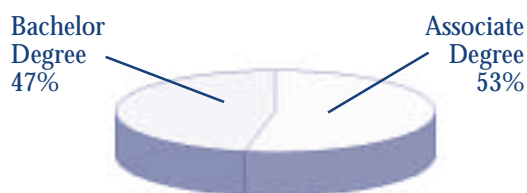
Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 13 months. Other acceptable experience listed by responding employers includes Dental Assistant. Many of these employers (44%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 100%**PREFERRED – 0%****NOT REQUIRED – 0%**

All responding employers require 24 months of training. Training includes Dental Hygienist licensing program.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

Dental Hygienists must be licensed in California. Registration requires graduation from a Board-approved dental hygiene program and the passing of Board examinations. — *California License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 5 seek computer skills as follows:

- Word Processing (40%)
- Other (100%) – Various dental databases and imaging programs.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 155* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 29-2021.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Possession of a Dental Hygienist License
- Possession of a Radiation Safety Certificate
- Record keeping skills
- Knowledge of anesthesiology

PHYSICAL

- Arm-hand steadiness
- Manual dexterity
- Near vision (may be corrective)
- Able to sit continuously for 2 or more hours

PERSONAL OR OTHER

- Good judgment and decision making skills
- Social/People skills
- Oral communication
- Pay close attention to detail
- Ability to work independently
- Ability to tolerate stress
- Ability to perform routine, repetitive work
- Reading and comprehension skills
- Writing skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 47% Remain Stable – 53% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 80

Due to growth – 30

Due to separations – 50

Projected job growth rate for 7-year period:

9.4% (Slower than average)

Average growth rate for all occupations – 17.3%

Desktop Publishing – Graphic Designers

Employers Responded: 15 • Employees Covered: 63

Desktop Publishing – Graphic Designers use desktop publishing software to lay out pages, select size and style of type, and enter text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$18.50	\$12.17
New hires, experienced	\$10.00 to \$22.00	\$15.00
Three years with firm	\$15.00 to \$24.00	\$18.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	33%	60%	0%
Dental Insurance	20%	27%	20%
Vision Insurance	13%	33%	7%
Life Insurance	27%	13%	7%
Sick Leave	73%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	40%	27%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Printing, Publishing, and Allied Industries
Commercial Art and Graphic Design
Marketing and Advertising

SIZE OF OCCUPATION

EDD estimated *California* occupation size 1998–2008, taken from Occupational Guide 86:
2,400 – 4,700 employees

Gender ratio as reported by responding employers:
Male – 51% Female – 49%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 93% Swing – 20% Graveyard – 13%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills and knowledge of film to print processing and four color processing.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to growth and turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 15

SOURCE OF FILLED VACANCIES

Employees leaving 67%
New positions 20%
Promotions 13%

PRIMARY RECRUITMENT METHODS

Newspaper ads 73%
Employee referrals 60%
In-house promotions or transfers 33%
Walk-in applicants 33%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 73% **PREFERRED – 27%** **NOT REQUIRED – 0%**

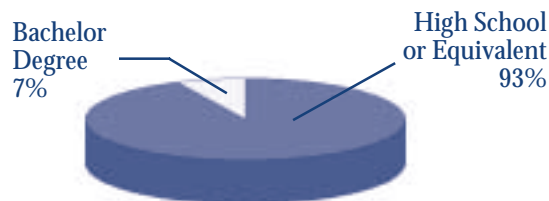
Required or preferred experience in this occupation ranges from 12 to 36 months or an average of 23 months. Most of these employers (60%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 60% **PREFERRED – 40%** **NOT REQUIRED – 0%**

Required or preferred training ranges from 3 to 24 months or an average of 10 months. Training includes desktop publishing software, graphic design, Photoshop, and Macintosh operating system.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ✎ Word Processing (60%) ✎ Spreadsheet (13%)
- ✎ Database (27%) ✎ Desktop Publishing (87%)
- ✎ Other (100%)

Skills include Photoshop, PageMaker, Illustrator, Quark, Freehand, Macintosh operating system, and Word.

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 86 (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Code 43-9031.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to interview and understand various audiences
- ✎ Ability to select appropriate design styles
- ✎ Ability to use graphic software
- ✎ Knowledge of computer painting and drawing tools
- ✎ Knowledge of image scanning and manipulation
- ✎ Knowledge of Macintosh operating system
- ✎ Knowledge of Windows PC operating system
- ✎ Layout and detail skills
- ✎ Proofreading skills
- ✎ Understanding of color theory
- ✎ Understanding of composition
- ✎ Understanding of printing processes

PHYSICAL

- ✎ Manual dexterity
- ✎ Possession of good color perception

PERSONAL OR OTHER

- ✎ Ability to meet deadlines
- ✎ Ability to work independently
- ✎ Imagination and creativity
- ✎ Willingness to keep up with design trends
- ✎ Willingness to work under close supervision

NEW SKILLS NEEDED AS REPORTED BY RESPONDING EMPLOYERS

- ✎ Knowledge of computer to plate technology and digital proofing.

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 60% Remain Stable – 40% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1998–2008

The following figures reflect *California* employment projections as taken from Occupational Guide No. 89 for Desktop Publishing Specialists.

Projected job openings for 10-year period: 2,300

Due to growth – 1,700

Due to separations – 600

Projected job growth rate for 10-year period: 95.8%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Dietitians and Nutritionists

Employers Responded: 15 • Employees Covered: 40

Dietitians and Nutritionists organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. They may administer activities of department providing quantity food service. They may plan, organize, and conduct programs in nutritional research.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.92 to \$16.02	\$15.81
New hires, experienced	\$7.11 to \$30.00	\$17.25
Three years with firm	\$13.81 to \$40.00	\$19.25

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	13%	60%	0%
Dental Insurance	13%	47%	7%
Vision Insurance	13%	40%	0%
Life Insurance	40%	33%	0%
Sick Leave	73%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	20%	27%	13%
Child Care	0%	0%	7%

WHERE THE JOBS ARE

Hospitals
Skilled Nursing Care Facilities

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (130 – 130)

Gender ratio as reported by responding employers:
Female – 97% Male – 3%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Most employees (60%) work full-time, 40 hours per week weighted average. Some employees (35%) work part-time, 19 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (73%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory or management skills, skills required to obtain certification as a registered Dietitian, clinical skills, and good communication skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 14

SOURCE OF FILLED VACANCIES

Employees leaving 65%
Temporary, on call, or seasonal positions 21%
Promotions 14%

PRIMARY RECRUITMENT METHODS

Newspaper ads 80%
Employee referrals 60%
In-house promotions or transfers 33%
Walk-in applicants 33%

EMPLOYER REQUIREMENTS

EXPERIENCE

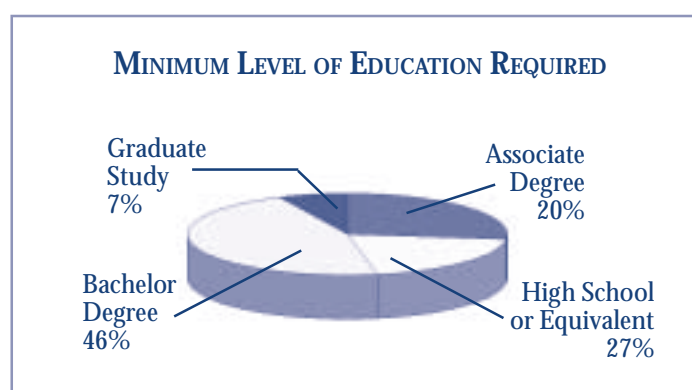
REQUIRED – 67% **PREFERRED – 20%** **NOT REQUIRED – 13%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 12 months. Other acceptable experience listed by responding employers includes food service occupations. Many of these employers (54%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 74% **PREFERRED – 13%** **NOT REQUIRED – 13%**

Required or preferred training ranges from 3 to 36 months or an average of 15 months. Training includes internship for registration or a food service program required for certification.



LEGALLY MANDATED REQUIREMENTS

Unregistered persons are permitted to practice the profession. Registration in California is an entitlement law which protects use of the title by individuals not meeting state-mandated qualifications. – www.cdrnet.org

DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 4 seek computer skills as follows:

- ✎ Word Processing (50%) ✎ Spreadsheet (50%)
- ✎ Database (25%)
- ✎ Other (100%) – Occupational related software.

ADDITIONAL RESOURCES

- ✎ *American Dietetic Association* (www.eatright.org)
- ✎ *Commission on Dietetic Registration* (www.cdrnet.org)
- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 98* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Code 29-1031.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ *Ability to teach principles of food and nutrition*
- ✎ *Ability to modify menus because of dietary restrictions*
- ✎ *Ability to plan and organize the work of others*
- ✎ *Ability to plan and organize training programs*
- ✎ *Ability to follow safe work practices*
- ✎ *Counseling skills*
- ✎ *Menu planning skills*
- ✎ *Nutrition research skills*
- ✎ *Food buying skills*
- ✎ *Food preparation skills*
- ✎ *Institutional cooking skills*

PHYSICAL

- ✎ *Possess an excellent sense of color, taste and smell*
- ✎ *Ability to stand for prolonged periods of time*
- ✎ *Possess good health and stamina*

PERSONAL OR OTHER

- ✎ *Public contact skills*
- ✎ *Oral communication skills*
- ✎ *Ability to deal effectively with individuals*
- ✎ *Ability to work independently*
- ✎ *Willingness to work with close supervision*

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 13% Remain Stable – 87% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 20

Due to growth – 0

Due to separations – 20

Projected job growth rate for 7-year period:

0% (Remain stable)

Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Dispatchers – except Police, Fire, and Ambulance

Employers Responded: 16 • Employees Covered: 79

Dispatchers, except Police, Fire, and Ambulance schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire and Ambulance Dispatchers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$14.38	\$8.98
New hires, experienced	\$7.50 to \$17.43	\$12.21
Three years with firm	\$9.50 to \$21.79	\$14.08

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	44%	38%	19%
Dental Insurance	25%	38%	31%
Vision Insurance	31%	31%	13%
Life Insurance	38%	0%	19%
Sick Leave	63%	0%	0%
Vacation	81%	13%	0%
Retirement Plan	25%	25%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Miscellaneous Business Services
Telephone Communications

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium (560 – 660)

Gender ratio as reported by responding employers:
Male – 76% Female – 24%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (91%) work full-time, 43 hours per week weighted average.
- Shifts worked: Day – 94% Swing – 31%
Graveyard – 25%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills important for career advancement: Management and supervisory skills, responsible and dependable, computer skills, willingness to learn, and knowledge of the company.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 31

SOURCE OF FILLED VACANCIES

New positions 43%
Employees leaving 32%
Promotions 19%
Temporary, on call, or seasonal positions 6%

PRIMARY RECRUITMENT METHODS

Newspaper ads 88%
In-house promotions or transfers 75%
Employee referrals 69%

EMPLOYER REQUIREMENTS

EXPERIENCE

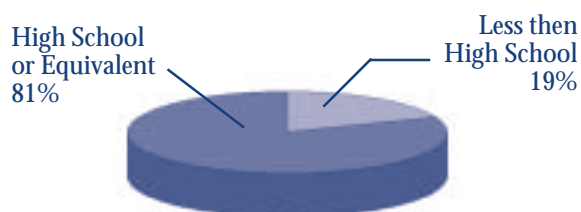
REQUIRED – 19% **PREFERRED – 75%** **NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 3 to 12 months or an average of 8 months. Other acceptable experience listed by responding employers includes industry related positions or Receptionist. Most of these employers (60%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 0%** **NOT REQUIRED – 100%**

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 16 responding employers, 14 seek computer skills as follows:

- Word Processing (57%) • Spreadsheet (29%)
- Database (43%)
- Other (43%) – Industry related programs.

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 43-5032.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to assess emergency situations and set priorities quickly
- Ability to write effectively
- Alphabetic and numeric filing skills
- Knowledge of local streets
- Map reading skills
- Record keeping skills
- Telecommunication skills
- Time management skills

PHYSICAL

- Good hearing

PERSONAL OR OTHER

- Ability to give oral instructions
- Ability to interact well with others
- Ability to make decisions
- Ability to pay close attention to detail
- Ability to read and follow instructions
- Ability to work independently
- Ability to work under pressure
- Basic math skills
- Organizational skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 44% Remain Stable – 56% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 170
 Due to growth – 100
 Due to separations – 70

Projected job growth rate for 7-year period:
 17.9% (Average)
 Average growth rate for all occupations – 17.3%

Drafters

Employers Responded: 16 • Employees Covered: 68

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.*

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$14.96	\$12.50
New hires, experienced	\$10.58 to \$18.86	\$15.41
Three years with firm	\$12.50 to \$23.00	\$18.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	44%	56%	0%
Dental Insurance	31%	25%	25%
Vision Insurance	25%	19%	13%
Life Insurance	69%	0%	13%
Sick Leave	81%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	25%	0%	6%
Child Care	0%	0%	0%
401K	25%	25%	13%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

Engineering and Architectural Services
 Miscellaneous Business Services
 Electronic Components and Accessories
 Computer and Data Processing Services
 Electrical Industrial Apparatus

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Medium (740–820)

Gender ratio as reported by responding employers:
 Male – 81% Female – 19%

OTHER INFORMATION

- Almost all responding employers (88%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (96%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (69%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Design engineering skills, possession of degree/architect license, management skills, and project management skills.

HIRED IN THE PAST 12 MONTHS: 8

SOURCE OF FILLED VACANCIES

New positions 87%
 Employees leaving 13%

PRIMARY RECRUITMENT METHODS

Employee referrals 63%
 Newspaper ads 56%
 School/program referrals 44%

EMPLOYER REQUIREMENTS

EXPERIENCE

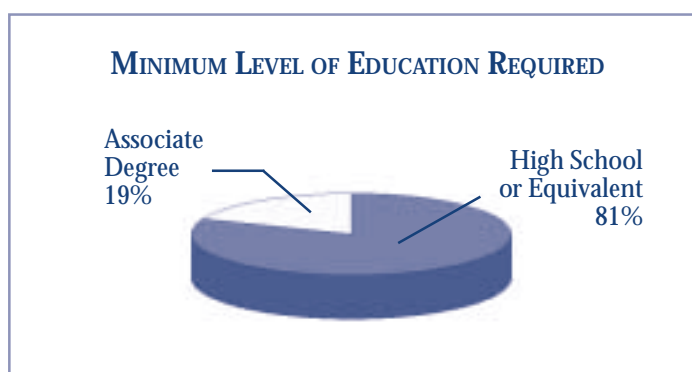
REQUIRED – 69% **PREFERRED – 31%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 48 months or an average of 19 months. Other acceptable experience listed by responding employers includes related industry position. Most of these employers (63%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 31% **PREFERRED – 63%** **NOT REQUIRED – 6%**

Required or preferred training ranges from 3 to 12 months or an average of 7 months. Training includes CAD, AutoCAD, and drafting programs.



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ✎ Word Processing (44%) ✎ Spreadsheet (25%)
- ✎ Database (25%) ✎ Desktop Publishing (13%)
- ✎ Other (100%) – CAD, AutoCAD.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Computer aided drafting (CAD) skills
- ✎ Ability to read blueprints
- ✎ Ability to prepare technical drawings and plans
- ✎ Ability to use computer design/graphic software
- ✎ Ability to apply basic engineering principles
- ✎ Ability to visualize in three dimensions
- ✎ Knowledge of geometry
- ✎ Knowledge of trigonometry
- ✎ Mechanical drawing skills

PHYSICAL

- ✎ Ability to sit for prolonged periods of time

PERSONAL OR OTHER

- ✎ Ability to meet deadlines
- ✎ Ability to work independently
- ✎ Ability to interact well with others
- ✎ Detail oriented
- ✎ Good judgment and decision making skills
- ✎ Reading comprehension skills
- ✎ Ability to work under pressure
- ✎ Oral communication skills
- ✎ Willingness to work with close supervision

* Drafting work has many specialties, each with its own set of knowledge and skills and each applying to a different field. Most fall into, or are generally related to five major specialties – Architectural, Civil, Electrical, Electronic, and Mechanical. – *California Occupational Guide, No. 338*

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 31% Remain Stable – 63% Decline – 6%

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 338 (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Codes 17-3011.01, 17-3011.02, 17-3012.01, 17-3012.02, 17-3013.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 210

Due to growth – 80

Due to separations – 130

Projected job growth rate for 7-year period:

10.8% (Slower than average)

Average growth rate for all occupations – 17.3%

Drywall Installers

Employers Responded: 16 • Employees Covered: 145

Drywall Installers apply plasterboard or other wallboard to ceiling and interior walls of buildings.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$9.00	\$9.00
New hires, experienced	\$12.00 to \$21.00	\$15.50
Three years with firm	\$15.00 to \$25.00	\$19.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	0%	13%	0%
Dental Insurance	0%	6%	0%
Vision Insurance	0%	0%	0%
Life Insurance	0%	0%	0%
Sick Leave	0%	0%	0%
Vacation	19%	0%	0%
Retirement Plan	6%	6%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Plastering, Drywall, Acoustical, and Insulation

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small/Medium (350 – 510)

Gender ratio as reported by responding employers:
Male – 100% Female – 0%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (78%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (44%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills, extensive knowledge of the trade, ability to read blueprints, and journeyman skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 45

SOURCE OF FILLED VACANCIES

Temporary, on call, or seasonal positions 60%
New positions 22%
Employees leaving 18%

PRIMARY RECRUITMENT METHODS

Employee referrals 88%
Walk-in applicants 44%
In-house promotions or transfers 19%
Newspaper ads 19%
Other – Contractor referrals, work list 19%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 81% **PREFERRED – 19%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 29 months. Some of these employers (38%) will accept training as a substitute for experience.

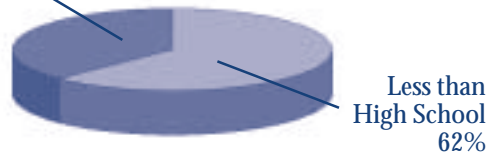
TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 13%** **NOT REQUIRED – 87%**

Preferred training is 12 months in an apprenticeship program.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
38%



Less than
High School
62%

DESIRED COMPUTER SOFTWARE SKILLS

None required

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✦ *Drywall installation and repair skills*
- ✦ *Ability to operate power hand tools*
- ✦ *Ability to use and read a tape measure*
- ✦ *Basic math skills*
- ✦ *Possession of a valid driver's license*

PHYSICAL

- ✦ *Ability to lift at least 50 lbs. repeatedly*
- ✦ *Good eye-hand coordination*
- ✦ *Arm-hand steadiness*
- ✦ *Ability to climb to high places*
- ✦ *Ability to work in awkward positions*

PERSONAL OR OTHER

- ✦ *Possession of a reliable vehicle*
- ✦ *Ability to read and follow instructions*
- ✦ *Ability to work independently*
- ✦ *Oral communication skills*
- ✦ *Ability to provide own tools*
- ✦ *Willingness to work under close supervision*

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 44% Remain Stable – 50% Decline – 6%

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 524 (www.calmis.ca.gov)*
- ✦ *O*Net (<http://online.onetcenter.org>), SOC Code 47-2081.02*
- ✦ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)*

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 200

Due to growth – 160

Due to separations – 40

Projected job growth rate for 7-year period:

45.7% (Much faster than average)

Average growth rate for all occupations – 17.3%

Education Administrators

Employers Responded: 17 • Employees Covered: 170

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Includes administrators of separate training and instructional organizations (or programs) in private business or other agencies.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$29.62 to \$46.04	\$42.07
New hires, experienced	\$18.23 to \$49.11	\$45.34
Three years with firm	\$23.44 to \$57.87	\$48.40

Although many employees (47%) work more than 40 hours per week, yearly salaries were converted to an hourly wage based on a 40 hour week and the number of months or days worked in a year. Many employers (47%) require or prefer experience as an Administrator but will accept experience as a Teacher, resulting in the higher wage range for new hires, no experience.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	94%	6%	0%
Dental Insurance	88%	6%	0%
Vision Insurance	82%	6%	0%
Life Insurance	76%	0%	0%
Sick Leave	100%	0%	0%
Vacation	65%	0%	0%
Retirement Plan	41%	53%	0%
Child Care	6%	0%	12%

WHERE THE JOBS ARE

Elementary and Secondary Schools
Colleges and Universities

SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:
Large (890 – 1,060)

Gender ratio as reported by responding employers:
Female – 55% Male – 45%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 46 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (65%) promote their employees to higher level positions.
- Skills and credentials important for career advancement: Possession of Administrative Services Credential, supervisory skills, and curriculum knowledge.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 20

SOURCE OF FILLED VACANCIES

Employees leaving	40%
New positions	35%
Promotions	25%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers	59%
Trade journals	53%
Newspaper ads	41%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 53% **PREFERRED – 47%** **NOT REQUIRED – 0%**

Required or preferred experience as an Education Administrator ranges from 12 to 60 months or an average of 38 months. Other acceptable experience includes 36 to 120 months or an average of 57 months in a teaching position. Few of these employers (6%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 6%** **NOT REQUIRED – 94%**

Preferred training is 3 months of basic computer usage. Training or certification is included in the minimum level of education required.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

School Service Credential – Administrative Services requires a basic teaching credential and 3 years experience on prerequisite credential.
– *California's Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 17 responding employers, 11 seek computer skills as follows:

- ✎ Word Processing (100%) ✎ Spreadsheet (64%)
- ✎ Database (45%) ✎ Desktop Publishing (18%)
- ✎ Other (18%) – PowerPoint, and educational software.

ADDITIONAL RESOURCES

- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Code 11-9031.00, 11-9032.00, 11-9033.00 (<http://online.onetcenter.org>)
- ✎ *U.S. Department of Labor Occupational Outlook Handbook 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to apply management principles
- ✎ Ability to evaluate and improve curriculums and teaching techniques
- ✎ Ability to write effectively
- ✎ Ability to plan and organize training programs
- ✎ Budget analysis skills
- ✎ Counseling skills
- ✎ Computer usage skills
- ✎ Business math skills

PERSONAL OR OTHER

- ✎ Ability to interact with others
- ✎ Ability to manage multiple priorities
- ✎ Good judgment and decision making skills
- ✎ Leadership skills
- ✎ Oral communication skills
- ✎ Ability to work independently
- ✎ Willingness to work nights, weekends

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 18% Remain Stable – 82% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 340
Due to growth – 170
Due to separations – 170

Projected job growth rate for 7-year period:
19.1% (Faster than average)
Average growth rate for all occupations – 17.3%

Electrical and Electronic Engineers

Employers Responded: 16 • Employees Covered: 648

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Does not include Sales Engineers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$14.38 to \$21.58	\$15.26
New hires, experienced	\$14.00 to \$38.36	\$25.21
Three years with firm	\$19.18 to \$43.15	\$30.58

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	31%	69%	0%
Dental Insurance	31%	63%	0%
Vision Insurance	25%	50%	0%
Life Insurance	75%	19%	0%
Sick Leave	88%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	6%	6%	0%
Child Care	0%	0%	6%
401K	6%	63%	19%

WHERE THE JOBS ARE

Federal Government
Electronic Components and Accessories
Engineering and Architectural Services
Computer and Office Equipment
Telephone Communications

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (2,330–2,600)

Gender ratio as reported by responding employers:
Male – 93% Female – 7%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99.6%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Management skills, advanced technical knowledge, and product knowledge.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 142

SOURCE OF FILLED VACANCIES

New positions 92%
Employees leaving 7%
Promotions 1%

PRIMARY RECRUITMENT METHODS

Employee referrals 88%
Newspaper ads 44%
In-house promotions or transfers 38%
Private employment agencies 38%

EMPLOYER REQUIREMENTS

EXPERIENCE

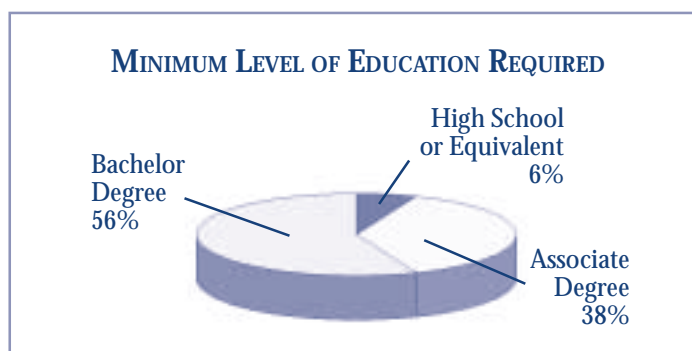
REQUIRED – 81% **PREFERRED – 13%** **NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 24 to 72 months or an average of 42 months. Other acceptable experience listed by responding employers includes other in-house or related positions. Some of these employers (20%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 6%** **NOT REQUIRED – 81%**

Required or preferred training ranges from 12 to 24 months or an average of 16 months. Training includes engineering programs. Almost all employers (94%) require an associate or a bachelor's degree, preferably with courses in electrical and electronic engineering.



LEGALLY MANDATED REQUIREMENTS

Engineers in some specialties must be registered by the State of California. This registration qualifies them to offer services to the public or to work in positions where their actions may affect the public welfare. To obtain registration, graduating Engineers take the Engineer-in-Training examination. Applicants who pass this exam must obtain a minimum of two years of engineering experience, then take the professional examination in electrical engineering. Those who pass this test are qualified to register with the State as Electrical Engineers. – *California Occupational Guide No. 12; California's Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ✦ Word Processing (63%) ✦ Spreadsheet (75%)
- ✦ Database (50%) ✦ Desktop Publishing (13%)
- ✦ Other (63%) – CAD and other industry software.

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 12, 2004A* (www.calmis.ca.gov)
- ✦ *O*Net* (<http://online.onetcenter.org>), SOC Codes 17-2071-00, 17-2072.00
- ✦ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✦ Ability to keep up with changes in technology
- ✦ Ability to operate electrical and electronic testing equipment
- ✦ Ability to apply principles of electrical and electronic theory
- ✦ Ability to read schematics
- ✦ Ability to use engineering applications software
- ✦ Analog circuitry design skills
- ✦ Digital circuitry design skills
- ✦ Ability to write technical material
- ✦ Computer assisted design (CAD) skills
- ✦ Record keeping skills
- ✦ Engineering programming skills
- ✦ Knowledge of telecommunications equipment

PERSONAL OR OTHER

- ✦ Ability to work as part of a team
- ✦ Ability to work under pressure
- ✦ Ability to work independently
- ✦ Oral communication skills
- ✦ Aptitude for science and advanced mathematics
- ✦ Detail oriented

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 25% Remain Stable – 75% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 630

Due to growth – 270

Due to separations – 360

Projected job growth rate for 7-year period:

11.6% (Slower than average)

Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Electricians

Employers Responded: 18 • Employees Covered: 332

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Servicers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$10.00 to \$14.00	\$11.97
Union	Not applicable	
New hires, experienced		
Non-union	\$11.00 to \$20.00	\$18.00
Union	\$29.70 to \$39.40	\$31.40
Three years with firm		
Non-Union	\$15.14 to \$25.00	\$21.05
Union	\$30.40 to \$39.40	\$31.60

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	56%	11%	0%
Dental Insurance	50%	0%	0%
Vision Insurance	33%	17%	6%
Life Insurance	28%	6%	6%
Sick Leave	28%	0%	0%
Vacation	50%	0%	22%
Retirement Plan	56%	6%	0%
Child Care	0%	0%	0%
401K	28%	11%	11%

WHERE THE JOBS ARE

Building and Construction – Electrical Work

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (1,010–1,370)

Gender ratio as reported by responding employers:
Male – 99% Female – 1%

OTHER INFORMATION

- Some responding employers (28%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 11%
- Most responding employers (78%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory/leadership skills, project management skills, journey person level, and organizational skills.

* Few employers reported new permanent hires, resulting from growth during the last 12 months, but did not actually grow. Due to fluctuations in the construction industry, workers were hired, laid off, and hired again, resulting in turnover that did not accurately represent growth.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 141*

SOURCE OF FILLED VACANCIES

Employees leaving	63%
*New positions	27%
Temporary, on call, or seasonal positions	6%
Promotions	4%

PRIMARY RECRUITMENT METHODS

Employee referrals	56%
Walk-in applicants	39%
Newspaper ads	28%
Union hall referrals	28%

EMPLOYER REQUIREMENTS

EXPERIENCE

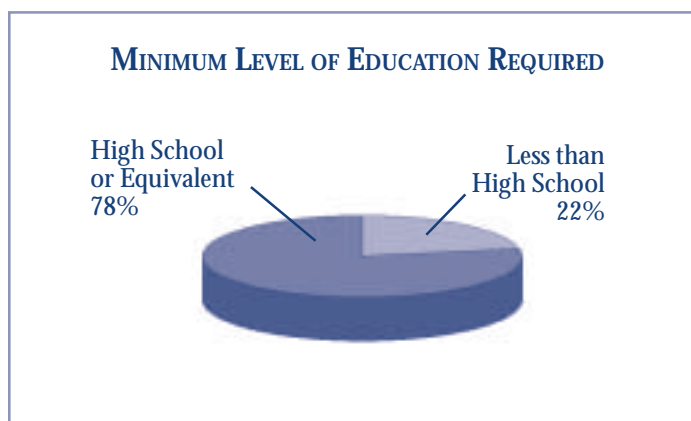
REQUIRED – 83% **PREFERRED – 17%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 120 months or an average of 41 months. Most of these employers (72%) will accept training as a substitute for experience. Out of 18 responding employers, 1 reported they require 120 months of experience, 6 require 60 months journey person experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 28% **PREFERRED – 44%** **NOT REQUIRED – 28%**

Required or preferred training ranges from 12 to 60 months or an average of 37 months. Training includes electrical apprenticeship programs or electrical courses.



DESIRED COMPUTER SOFTWARE SKILLS

Out of 18 responding employers, 4 seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (50%)
- Other (50%) – Estimating and industry programs.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 121* (www.calmis.ca.gov)
- *International Brotherhood of Electrical Workers* (www.ibew.org/IBEWHome.htm)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 47-2111.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to install electrical equipment
- Ability to track & repair electrical problems
- Knowledge of electrical building codes
- Ability to follow blueprints and specifications
- Knowledge of electrical safety codes
- Shop math skills
- Cost estimating skills

PHYSICAL

- Ability to climb ladders
- Finger dexterity
- Ability to stand continuously for 2 or more hours
- Possession of good color perception
- Ability to crawl under buildings
- Ability to lift at least 50 lbs. repeatedly
- Ability to pass a pre-employment physical examination

PERSONAL OR OTHER

- Ability to pay attention to detail
- Ability to work independently
- Possession of mechanical aptitude
- Ability to write legibly
- Oral communications skills
- Willingness to work with close supervision
- Ability to provide own hand tools

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 39% Remain Stable – 61% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 530
 Due to growth – 360
 Due to separations – 170

Projected job growth rate for 7-year period:
 35.6% (Much faster than average)
 Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Engineering, Mathematical, and Natural Sciences Managers

Employers Responded: 18 • Employees Covered: 166

Engineering, Mathematical, and Natural Sciences Managers plan, organize, direct or coordinate activities in such fields as architecture, electronic data processing, engineering, life sciences, physical sciences, statistics and systems analysis. These persons spend the greatest portion of their time in managerial work for which a background consistent with that described for engineers, mathematicians or natural scientists is required.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not Applicable	
New hires, experienced	\$27.50 to \$43.27	\$35.48
Three years with firm	\$28.77 to \$50.34	\$41.23

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	28%	72%	0%
Dental Insurance	39%	56%	0%
Vision Insurance	22%	50%	0%
Life Insurance	56%	33%	11%
Sick Leave	89%	11%	0%
Vacation	89%	11%	0%
Retirement Plan	33%	61%	0%
Child Care	0%	0%	0%
401K	6%	11%	0%

WHERE THE JOBS ARE

Manufacturing – Drugs
 Engineering & Architectural Services
 Electronic Components and Accessories
 Federal and Local Government

SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:
 Large (1,010 – 1,400)

Gender ratio as reported by responding employers:
 Male – 93% Female – 7%

OTHER INFORMATION

- All employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (72%) promote their employees to higher level positions.
- Skills important for career advancement: Executive or administrative skills, project/program management skills, technical skills, knowledge of product, and ability to meet objectives.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	Not Applicable		

Demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 14

SOURCE OF FILLED VACANCIES

Employees leaving 50%
 New positions 36%
 Promotions 14%

PRIMARY RECRUITMENT METHODS

Employee referrals 56%
 In-house promotions or transfers 50%
 Newspaper ads 50%
 Private employment agencies 50%
 Internet 39%

EMPLOYER REQUIREMENTS**EXPERIENCE**

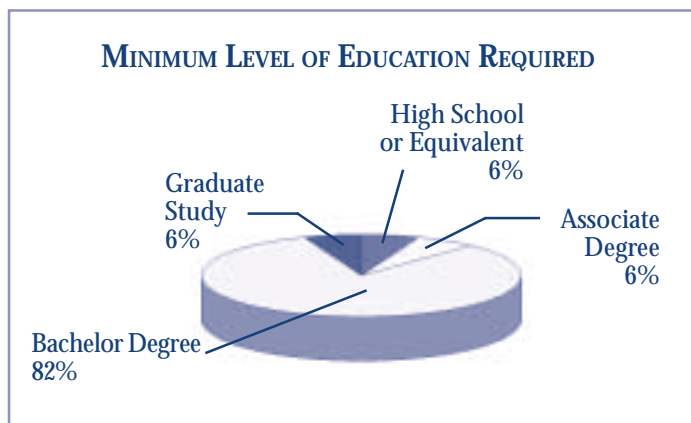
REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

Required experience in this occupation ranges from 12 to 120 months or an average of 59 months. Other acceptable experience includes computer specialists/systems integration. Few of these employers (6%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 22% **PREFERRED – 6%** **NOT REQUIRED – 72%**

Required or preferred training ranges from 3 to 24 months or an average of 11 months. Training includes CAD or software engineering programs. Training or certification is also included in the minimum level of education required.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- ✦ Word Processing (94%) ✦ Spreadsheet (78%)
- ✦ Database (56%) ✦ Desktop Publishing (11%)
- ✦ Other (67%) – CAD, AutoCAD, customized software, MS Project, and SolidWorks.

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- ✦ Ability to plan, coordinate and direct, production, design, or research activities
- ✦ Advanced technical knowledge in related field
- ✦ Time management skills
- ✦ Ability to analyze data to solve problems
- ✦ Ability to use computer controlled processes
- ✦ Ability to plan and organize the work of others
- ✦ Ability to write effectively
- ✦ Knowledge of specialized applications software
- ✦ Ability to hire and assign personnel
- ✦ Ability to perform advanced mathematical calculations
- ✦ Knowledge of administrative procedures
- ✦ Ability to develop and conduct training programs

PERSONAL OR OTHER

- ✦ Ability to work as part of a team
- ✦ Ability to work independently
- ✦ Good judgment and decision making skills
- ✦ Oral communication skills
- ✦ Organizational skills

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 17% Remain Stable – 83% Decline – 0%

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 66, 2000A, 2004A, 2007* (www.calmis.ca.gov)
- ✦ *O*Net* (<http://online.onetcenter.org>), SOC Code 11-9041.00, 11-9121.00, 15-3011.00
- ✦ *U.S. Department of Labor Occupational Outlook Handbook 2002–2003 edition* (<http://www.bls.gov/oco>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projected job openings for 7-year period: 540
 Due to growth – 390
 Due to separations – 150

Projected job growth rate for 7-year period:
 38.6% (Much faster than average)
 Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Farmworkers, Food and Fiber Crops

Employers Responded: 16 • Employees Covered: 1,412

Farmworkers, Food and Fiber Crops manually plant, cultivate, and harvest food and fiber products such as grains, vegetables, fruits, nuts, and field crops (e.g., cotton, mint, hops, and tobacco). Use hand tools such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying fungicides, herbicides, or pesticides; and packing and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Include works involved in expediting pollination and those who cut seed tuber crops into sections for planting. (This occupation was added in 1995 as a result of the desegregation of occupation 79855 General Farm Works.)

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.25 to \$7.50	\$6.25
New hires, experienced	\$6.25 to \$8.50	\$6.50
Three years with firm	\$6.25 to \$10.00	\$6.88

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	54%	15%	0%
Dental Insurance	31%	23%	8%
Vision Insurance	31%	8%	8%
Life Insurance	46%	15%	0%
Sick Leave	8%	0%	0%
Vacation	46%	8%	0%
Retirement Plan	8%	8%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Agriculture – Vegetable, Berry Crops, Citrus Fruits
Agriculture – Crop Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (1,773 and above)

Gender ratio as reported by responding employers:
Male – 73% Female – 27%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Many employees (51%) work full-time, 47 hours per week weighted average. Many employees (49%) work seasonal, 55 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills, English reading and writing skills, honesty and reliability, knowledge of farm operations, and ability to operate machinery and farm equipment.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Not applicable		
Inexperienced	○	○	●

Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

HIRED IN THE PAST 12 MONTHS: 644

SOURCE OF FILLED VACANCIES

Temporary, on call, or seasonal positions 78%
Employees leaving 22%

PRIMARY RECRUITMENT METHODS

Employee referrals 88%
Walk-in applicants 56%
Other – Word of mouth 44%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 0%

PREFERRED – 25%

NOT REQUIRED – 75%

Preferred experience in this occupation ranges from 3 to 12 months or an average of 6 months. Some of these employers (25%) will accept training as a substitute for experience.

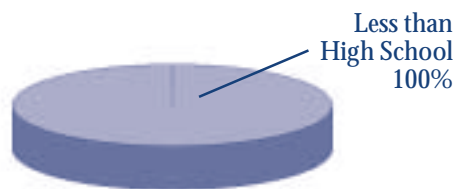
TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0%

PREFERRED – 0%

NOT REQUIRED – 100%

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

None required.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to plant and transplant vegetables and field crops
- Ability to irrigate and drain field crops

PHYSICAL

- Ability to perform strenuous, physically demanding work
- Possession of physical agility

PERSONAL OR OTHER

- Willingness to work early mornings, weekends
- Oral communication skills
- Willingness to work under close supervision
- Ability to work independently

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 50% Remain Stable – 50% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 225 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 45-2092.00, 45-2092.02
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Due the seasonal nature of this occupation, projections are not available that accurately reflect the employment growth and trends in Ventura County.

First Line Supervisors & Managers/Supervisors – Production & Operating Workers

Employers Responded: 18 • Employees Covered: 93

First Line Supervisors and Managers and Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Managers and Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Managers and Supervisors may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$13.42 to \$21.10	\$15.00
New hires, experienced	\$11.05 to \$23.97	\$17.87
Three years with firm	\$16.78 to \$31.16	\$23.29

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	33%	67%	0%
Dental Insurance	28%	56%	11%
Vision Insurance	6%	56%	17%
Life Insurance	50%	17%	17%
Sick Leave	67%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	22%	0%	0%
Child Care	0%	0%	0%
401K	0%	61%	11%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

Manufacturing – Drugs
Miscellaneous Converted Paper Products
Miscellaneous Plastic Products, not elsewhere classified
Electronic Components and Accessories
Industrial Machinery, not elsewhere classified

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (1,080–1,450)

Gender ratio as reported by responding employers:
Male – 70% Female – 30%

OTHER INFORMATION

- ✦ All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- ✦ Almost all employees (99%) work full-time, 43 hours per week weighted average.
- ✦ Shifts worked: Day – 100% Swing – 22%
- ✦ Many responding employers (50%) promote their employees to higher level positions.
- ✦ Skills important for career advancement: Management skills, product/process knowledge, and administrative skills.

HIRED IN THE PAST 12 MONTHS: 10

SOURCE OF FILLED VACANCIES

Employees leaving 70%
New positions 20%
Promotions 10%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 72%
Newspaper ads 67%
Employee referrals 39%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 83% **PREFERRED – 17%** **NOT REQUIRED – 0%**

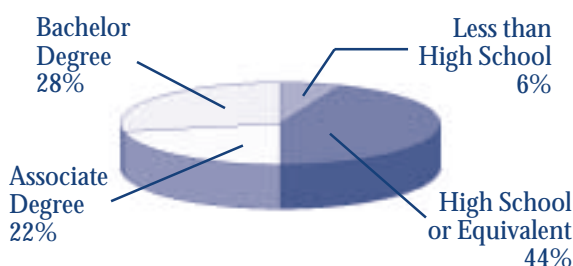
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 29 months. Most responding employers (78%) reported 12 to 60 months or an average of 30 months of other in-house positions as acceptable experience. Some of these employers (28%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 17%** **NOT REQUIRED – 83%**

Preferred training ranges from 3 to 6 months or an average of 5 months. Training includes industry specific programs.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 18 responding employers, 15 seek computer skills as follows:

- Word Processing (80%) • Spreadsheet (87%)
- Database (47%) • Desktop Publishing (0%)
- Other (47%) – Management and manufacturing programs.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to plan and organize the work of others
- Knowledge of the technical aspects of subordinates' duties
- Ability to coordinate production materials and processes
- Ability to write effectively
- Problem solving skills
- Ability to apply quality assurance techniques
- Ability to conduct performance testing
- Ability to use computers to perform supervisory tasks
- Ability to follow safe equipment operating practices
- Knowledge of inventory control systems
- Ability to explain and follow grievance procedures

PERSONAL OR OTHER

- Ability to work under pressure
- Interpersonal skills
- Ability to manage a multi-cultural workforce
- Ability to motivate others
- Ability to work independently
- Oral communication skills
- Ability to write legibly
- Conflict resolution skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 17% Remain Stable – 72% Decline – 11%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 620

Due to growth – 370

Due to separations – 250

Projected job growth rate for 7-year period:

34.3% (Much faster than average)

Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 51-1011.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

General Office Clerks

Employers Responded: 16 • Employees Covered: 52

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$10.00	\$8.50
New hires, experienced	\$8.00 to \$14.38	\$10.00
Three years with firm	\$9.74 to \$16.00	\$12.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	25%	0%	50%	6%	0%	6%
Dental Insurance	38%	0%	13%	6%	0%	0%
Vision Insurance	38%	0%	6%	6%	0%	6%
Life Insurance	19%	6%	6%	0%	13%	0%
Sick Leave	75%	19%	0%	0%	0%	0%
Vacation	81%	19%	0%	0%	0%	0%
Retirement Plan	25%	6%	6%	6%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
401K	6%	0%	38%	13%	19%	0%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	○	●

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Supply of inexperienced qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

WHERE THE JOBS ARE

Medical Service and Health Insurance
Offices and Clinics of Dentists
Personnel Supply Services
Government
Elementary and Secondary Schools

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (8,150 –9,170)

Gender ratio as reported by responding employers:
Female – 87% Male – 13%

OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (73%) work full-time, 39 hours per week weighted average. Some employees (23%) work part-time, 22 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (69%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Administrative assistant/secretarial skills, computer skills, customer service skills, office management skills, book-keeping skills, data entry skills, and reliability.

HIRED IN THE PAST 12 MONTHS: 22

SOURCE OF FILLED VACANCIES

Employees leaving 59%
Promotions 18%
Temporary, on call, or seasonal positions 14%
New positions 9%

PRIMARY RECRUITMENT METHODS

Newspaper ads 75%
Employee referrals 63%
In-house promotions or transfers 31%
Private employment agencies 31%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 44% **PREFERRED – 31%** **NOT REQUIRED – 25%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 14 months. Most of these employers (75%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 25%** **NOT REQUIRED – 75%**

Preferred training ranges from 3 to 6 months or an average of 5 months. Training includes computer applications and general office courses.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
100%



DESIRED COMPUTER SOFTWARE SKILLS

Out of 16 responding employers, 14 seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (64%)
- Database (64%) • Desktop Publishing (21%)
- Other (21%) – Industry program and QuickBooks.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to follow office procedures
- Ability to operate office equipment
- Alphabetic and numeric filing skills
- Ability to learn on-the-job specifics
- English grammar, spelling and punctuation skills
- Ability to use word processing software
- Telephone answering skills
- Ability to use spreadsheet software
- Record keeping skills

PERSONAL OR OTHER

- Ability to sit continuously for 2 or more hours

PERSONAL OR OTHER

- Ability to perform routine, repetitive work
- Ability to read and follow instructions
- Ability to work independently
- Ability to write legibly
- Multi-tasking skills
- Oral communication skills
- Organizational skills
- Willingness to work in a team environment

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 25% Remain Stable – 75% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 295 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 43-9061.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 2,710

Due to growth – 1,020

Due to separations – 1,690

Projected job growth rate for 7-year period:

12.5% (Slower than average)

Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Grocery Checkers

Employers Responded: 17 • Employees Covered: 138

Grocery Checkers operate a cash register to itemize and total customer's purchases in a grocery store. They review price sheets to note price changes and sale items. They record prices, subtotal taxable items, and total purchases on a cash register. They collect cash, check, or charge payment from customer and make change for cash transactions. They may stock shelves and mark prices on items. They count money in a cash drawer at the beginning and end of work shift and may record daily transaction amounts from a cash register to balance the cash drawer.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$7.00	\$6.00
New hires, experienced	\$5.75 to \$11.00	\$7.00
Three years with firm	\$6.75 to \$11.00	\$8.50

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	12%	6%	29%	6%	0%	0%
Dental Insurance	6%	6%	29%	6%	6%	0%
Vision Insurance	12%	6%	24%	6%	0%	0%
Life Insurance	18%	6%	6%	6%	6%	6%
Sick Leave	24%	18%	0%	0%	0%	0%
Vacation	47%	24%	0%	0%	0%	0%
Retirement Plan	0%	0%	12%	6%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

WHERE THE JOBS ARE

Grocery Stores
Miscellaneous Food Stores

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
None available

Gender ratio as reported by responding employers:
Female – 78% Male – 22%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Many employees (55%) work part-time, 25 hours per week weighted average. Many employees (45%) work full-time, 39 hours per week weighted average.
- Shifts worked: Day – 82% Swing – 76%
Graveyard – 6%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, honesty and reliability, industriousness, and customer service skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 54

SOURCE OF FILLED VACANCIES

Employees leaving 81%
New positions 15%
Promotions 4%

PRIMARY RECRUITMENT METHODS

Employee referrals 94%
Walk-in applicants 82%
Other (Word of mouth) 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 12%

PREFERRED – 29%

NOT REQUIRED – 59%

Required or preferred experience in this occupation ranges from 3 to 24 months or an average of 9 months. Few of these employers (less than 20%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0%

PREFERRED – 0%

NOT REQUIRED – 100%

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
47%

Less than
High School
53%



DESIRED COMPUTER SOFTWARE SKILLS

None required.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to operate computer scanning cash register
- ✎ Ability to operate a cash register
- ✎ Ability to follow check cashing procedures
- ✎ Cash handling skills
- ✎ Record keeping skills

PHYSICAL

- ✎ Ability to stand for prolonged periods of time
- ✎ Ability to work rapidly
- ✎ Finger dexterity
- ✎ Good eye-hand coordination
- ✎ Good memory skills

PERSONAL OR OTHER

- ✎ Ability to deal tactfully with customers
- ✎ Ability to perform routine repetitive work
- ✎ Ability to read and follow instructions
- ✎ Ability to work independently
- ✎ Ability to work under pressure
- ✎ Basic math skills
- ✎ Good grooming skills
- ✎ Oral communication skills
- ✎ Pleasant personality
- ✎ Reliability and honesty
- ✎ Willingness to work nights, weekends, holidays
- ✎ Willingness to work shifts
- ✎ Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 35% Remain Stable – 65% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

ADDITIONAL RESOURCES

- ✎ U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

Guards and Watch Guards

Employers Responded: 16 • Employees Covered: 631

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Other common job titles: Security Officers, Security Guards

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$13.16	\$8.25
New hires, experienced	\$6.75 to \$13.16	\$8.50
Three years with firm	\$7.15 to \$13.16	\$10.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	38%	6%	31%	13%	13%	13%
Dental Insurance	31%	6%	31%	13%	13%	13%
Vision Insurance	25%	6%	31%	13%	13%	6%
Life Insurance	50%	6%	6%	0%	6%	6%
Sick Leave	38%	0%	0%	0%	0%	0%
Vacation	69%	25%	0%	0%	0%	0%
Retirement Plan	19%	6%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
401K	13%	6%	6%	0%	19%	13%

WHERE THE JOBS ARE

Detective, Guard, and Armored Car Services
Elementary and Secondary Schools
Real Estate Operators and Lessors

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (1,410–1,780)

Gender ratio as reported by responding employers:
Male – 83% Female – 17%

OTHER INFORMATION

- Almost all responding employers (81%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (61%) work full-time, 40 hours per week weighted average. Few employees work full-time, 34 hours per week weighted average. Some employees (28%) work part-time, 22 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 100%
Graveyard – 94%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills, job knowledge, and management skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Not applicable		
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 313

SOURCE OF FILLED VACANCIES

Employees leaving 70%
New positions 25%
Promotions 4%
Temporary, on call, or seasonal positions 1%

PRIMARY RECRUITMENT METHODS

Newspaper ads 75%
Employee referrals 63%
Walk-in applicants 50%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 0%

PREFERRED – 62%

NOT REQUIRED – 38%

Preferred experience in this occupation ranges from 3 to 12 months or an average of 7 months. Other acceptable experience listed by responding employers includes customer service positions. Most of these employers (50%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 6%

PREFERRED – 0%

NOT REQUIRED – 94%

One employer reported 2 months of required training, prior to employment, for security guard registration. Out of 15 responding employers that did not require training, prior to employment, 13 reported Security Guard registration as an important qualification. New hires can be provided, by their employers, a self-study course in powers of arrest and an open-book test, required for registration.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
87%

Less than
High School
13%



LEGALLY MANDATED REQUIREMENTS

Applicants must be 18 years of age. Security Guards and in-house guards who carry weapons must be registered and have a guard registration card. Preliminary registration requirements include passing a fingerprint and background check and the completion of a self study course in a Bureau-developed powers to arrest training manual, with an open book test and a score of 100%. This can be done through an employer or a school approved by the Bureau of Security and Investigations Services. – *California's Professional & Business License Handbook, August 1999; California Occupational Guide No. 75*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 16 responding employers, 6 seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (67%)
- Database (33%) • Desktop Publishing (0%)

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 75* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 33-9032.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to follow security protection procedures
- Report writing skills
- Security Guard registration (Guard Card)
- Possession of a valid driver's license
- Ability to administer emergency first aid

PHYSICAL

- Good hearing and eyesight
- Physically fit

PERSONAL OR OTHER

- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills
- Public contact skills
- Reliable and dependable
- Ability to work independently
- Possession of a clean police record
- Possession of a reliable vehicle

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 50% Remain Stable – 50% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 650

Due to growth – 370

Due to separations – 280

Projected job growth rate for 7-year period:

26.2% (Much faster than average)

Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Helpers – Carpenters and Related Workers

Employers Responded: 16 • Employees Covered: 109

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Does not include apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$10.00	\$8.00
New hires, experienced	\$8.00 to \$15.00	\$12.00
Three years with firm	\$9.00 to \$24.98	\$13.76

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	27%	7%	0%
Dental Insurance	27%	7%	0%
Vision Insurance	27%	0%	0%
Life Insurance	27%	0%	0%
Sick Leave	13%	0%	0%
Vacation	40%	0%	0%
Retirement Plan	20%	13%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Construction – Carpentry Work
Residential Building Contractors
Nonresidential Building Contractors

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (250 – 340)

Gender ratio as reported by responding employers:
Male – 100%

OTHER INFORMATION

- Almost all responding employers (81%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (75%) work full-time, 39 hours per week weighted average. Some employees (23%) work seasonal, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Almost all responding employers (88%) promote their employees to higher level positions.
- Skills important for career advancement: Carpenter skills, reliability and dependability, ability to read plans, apprenticeship or journeyman skills, knowledge of construction trade, and ability to use power tools.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 65

SOURCE OF FILLED VACANCIES

New positions 36%
Temporary, on call, or seasonal positions 34%
Employees leaving 28%
Promotions 2%

PRIMARY RECRUITMENT METHODS

Employee referrals 81%
Walk-in applicants 75%
Newspaper ads 31%

EMPLOYER REQUIREMENTS

EXPERIENCE

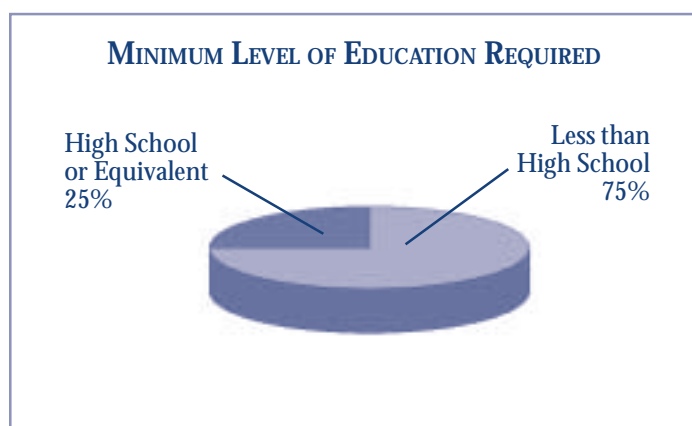
REQUIRED – 6% **PREFERRED – 38%** **NOT REQUIRED – 56%**

Required or preferred experience in this occupation ranges from 4 to 12 months or an average of 8 months. Other acceptable experience listed by responding employers includes other construction positions. Few of these employers (14%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 6% **PREFERRED – 6%** **NOT REQUIRED – 88%**

Required or preferred training ranges from 1 to 3 months of carpentry or basic union safety training.



DESIRED COMPUTER SOFTWARE SKILLS

None required.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ *Equipment and tool selection skills*
- ✎ *Knowledge of construction materials and tools*
- ✎ *Ability to implement safe work practices*
- ✎ *Basic math skills*

PHYSICAL

- ✎ *Ability to tolerate noise and dust*
- ✎ *Good eye-hand coordination*
- ✎ *Good physical condition*
- ✎ *Manual dexterity*
- ✎ *Ability to use hands, arms, and fingers*
- ✎ *Ability to lift at least 50 lbs. repeatedly*
- ✎ *Ability to perform strenuous, physically demanding work*
- ✎ *Ability to work from ladders and scaffolds*
- ✎ *Ability to climb to high places*

PERSONAL OR OTHER

- ✎ *Ability to follow oral instructions*
- ✎ *Willingness to work with close supervision*
- ✎ *Ability to work as part of a team*
- ✎ *Ability to work independently*
- ✎ *Ability to read and follow instructions*

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 50% Remain Stable – 38% Decline – 12%

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 565 (www.calmis.ca.gov)*
- ✎ *O*Net (<http://online.onetcenter.org>), SOC Code 47-3012.00*
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)*

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 190

Due to growth – 90

Due to separations – 100

Projected job growth rate for 7-year period:

36% (Much faster than average)

Average growth rate for all occupations – 17.3%

Home Health Aides

Employers Responded: 15 • Employees Covered: 209

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Excludes Nursing Aides and Homemakers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$14.00	\$7.50
New hires, experienced	\$7.25 to \$17.00	\$9.15
Three years with firm	\$8.00 to \$18.00	\$10.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	23%	8%	38%	0%	0%	8%
Dental Insurance	8%	8%	38%	0%	8%	8%
Vision Insurance	0%	0%	38%	0%	0%	0%
Life Insurance	8%	0%	15%	0%	0%	0%
Sick Leave	46%	15%	8%	0%	0%	0%
Vacation	62%	23%	0%	0%	0%	0%
Retirement Plan	0%	0%	23%	8%	15%	0%
Child Care	0%	0%	0%	0%	0%	0%

WHERE THE JOBS ARE

Home Health Care Services
Personnel Supply Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small/Medium (360 – 410)

Gender ratio as reported by responding employers:
Female – 85% Male – 15%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Many employees (48%) work full-time, 39 hours per week weighted average. Some employees (29%) work part-time, 26 hours per week weighted average. Some employees (23%) work temporary/on call, 32 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 47%
Graveyard – 40%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills and certification important for career advancement: Certification as a Nursing Assistant or a Registered Nurse.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 67

SOURCE OF FILLED VACANCIES

Employees leaving 46%
New positions 31%
Temporary, on call, or seasonal positions 18%
Promotions 5%

PRIMARY RECRUITMENT METHODS

Employee referrals 80%
Newspaper ads 80%
Walk-in applicants 60%
School /Program referrals 33%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 67% **PREFERRED – 13%** **NOT REQUIRED – 20%**

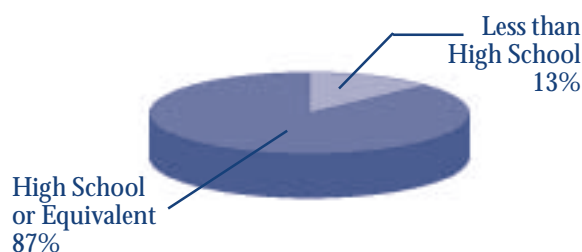
Required or preferred experience in this occupation ranges from 6 to 12 months or an average of 10 months. Other acceptable experience listed by responding employers includes Certified Nursing Assistant. Many of these employers (58%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

Required training ranges from 3 to 9 months or an average of 4 months. Training includes a Home Health Aide program for certification.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

To work as a Home Health Aide in California, you must get the Home Health Aide certificate issued by the State Department of Health Services. This certificate is earned by completing 65 hours of supervised clinical training and 55 hours of classroom training. — *California Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

None required.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 461, 2002B* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 31-1011.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to accurately record and report information
- Ability to administer first aid
- Ability to care for chronically ill persons
- Ability to care for elderly persons
- Ability to prepare meals
- Knowledge of nutrition
- Possession of a Cardiopulmonary Resuscitation certificate
- Possession of a Home Health Aide (HHA) certificate
- Possession of a valid driver's license
- Problem solving skills

PHYSICAL

- Good physical condition
- Physically able to lift and move patients
- Ability to pass a pre-employment medical examination

PERSONAL OR OTHER

- Ability to exercise good judgment
- Ability to exercise patience
- Ability to read and follow instructions
- Ability to work independently
- Emotional stability and maturity
- High standards of personal cleanliness
- Interpersonal skills
- Oral communication skills
- Possession of a reliable vehicle
- Understanding of human behavior
- Understanding of a variety of cultures
- Willingness to accept responsibility
- Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 73% Remain Stable – 20% Decline – 7%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 90

Due to growth – 50

Due to separations – 40

Projected job growth rate for 7-year period:

13.9% (Slower than average)

Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Hotel Desk Clerks

Employers Responded: 15 • Employees Covered: 105

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$8.00	\$7.00
New hires, experienced	\$5.75 to \$8.50	\$7.50
Three years with firm	\$6.50 to \$10.00	\$8.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	0%	60%	7%
Dental Insurance	0%	47%	20%
Vision Insurance	0%	33%	7%
Life Insurance	0%	33%	13%
Sick Leave	40%	7%	7%
Vacation	73%	13%	0%
Retirement Plan	0%	47%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Hotels and Motels

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (310 – 340)

Gender ratio as reported by responding employers:
Female – 60% Male – 40%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (74%) work full-time, 39 hours per week weighted average. Some employees (22%) work part-time, 25 hours per week weighted average.
- Shifts worked: Swing – 100% Day – 93%
Graveyard – 87% Weekends – 20%
- Almost all responding employers (93%) promote their employees to higher level positions.
- Skills important for career advancement: Management or supervisory skills, problem solving skills, computer skills, knowledge of the hotel business, and guest services skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Due to turnover, employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 68

SOURCE OF FILLED VACANCIES

Employees leaving 66%
New positions 19%
Temporary, on call, or seasonal positions 9%
Promotions 6%

PRIMARY RECRUITMENT METHODS

Newspaper ads 87%
Employee referrals 60%
In-house promotions or transfers 40%
Walk-in applicants 40%

EMPLOYER REQUIREMENTS**EXPERIENCE**

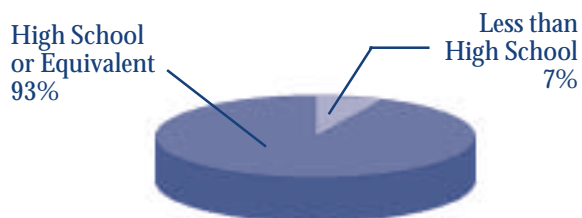
REQUIRED – 0% **PREFERRED – 53%** **NOT REQUIRED – 47%**

Preferred experience in this occupation ranges from 6 to 12 months or an average of 9 months. Other acceptable experience listed by responding employers includes customer service and retail sales. Most of these employers (63%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 13%** **NOT REQUIRED – 87%**

Preferred training ranges from 2 to 3 months or an average of 3 months. Training includes Guest Services Agency (GSA) certification.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

Out of 15 responding employers, 14 seek computer skills as follows:

- Word Processing (29%) • Spreadsheet (14%)
- Database (7%)
- Other (86%) – Hotel industry applications.

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Record keeping skills
- Cash handling skills
- Ability to follow billing procedures
- Basic mathematical skills
- Ability to write effectively

PHYSICAL

- Ability to stand for long periods of time

PERSONAL OR OTHER

- Good grooming skills
- Public contact skills
- Ability to work independently
- Ability to work as a team
- Ability to work under pressure
- Customer service skills
- Oral communication skills
- Active listening skills
- Reading and comprehension skills
- Dependable
- Willingness to work different shifts

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 27% Remain Stable – 66% Decline – 7%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projected job openings for 7-year period: 120
 Due to growth – 30
 Due to separations – 90

Projected job growth rate for 7-year period:
 9.7% (Slower than average)
 Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 70 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 43-4081.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Human Resource Technicians

Employers Responded: 16 • Employees Covered: 28

Human Resource Technicians provide assistance to personnel directors and managers in identifying, evaluating, and resolving human relations and work performance problems within establishments. Workers in this occupation attend meetings of managers, supervisors, and work units to ascertain problems that adversely effect employee morale and productivity and to determine effective redemption techniques, such as job skill training or personal intervention; develop and conduct training to instruct managers, supervisors, and workers in a variety of related skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and group interaction skills; schedule individuals for technical job-related skills training. May assist in screening applicants for employment and in-house training programs, participate in labor relations issues, and write employee newsletter.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$9.00 to \$14.49	\$11.00
New hires, experienced	\$10.00 to \$23.97	\$17.31
Three years with firm	\$12.00 to \$29.73	\$21.07

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	38%	63%	0%
Dental Insurance	31%	63%	6%
Vision Insurance	31%	31%	13%
Life Insurance	50%	38%	13%
Sick Leave	94%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	44%	50%	6%
Child Care	0%	6%	19%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

Local Government
Business Services
Hospitals

SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:
Not available

Gender ratio as reported by responding employers:
Female – 93% Male – 7%

OTHER INFORMATION

- ✦ Almost all responding employers (81%) reported that wages *are not* subject to collective bargaining or union agreements.
- ✦ Almost all (96%) work full-time, 41 hours per week weighted average.
- ✦ Shifts worked: Day – 100%
- ✦ All responding employers promote their employees to higher level positions.
- ✦ Skills and certificates important for career advancement: Management skills, possession of Human Resource Management (HRM) certificate, analytical skills, administrative skills, multi-tasking skills, HR technical skills, and computer skills.

HIRED IN THE PAST 12 MONTHS: 9

SOURCE OF FILLED VACANCIES

Employees leaving 56%
New positions 22%
Promotions 11%
Temporary, on call, or seasonal positions 11%

PRIMARY RECRUITMENT METHODS

Internet 94%
Newspaper ads 69%
Employee referrals 38%

EMPLOYER REQUIREMENTS**EXPERIENCE**

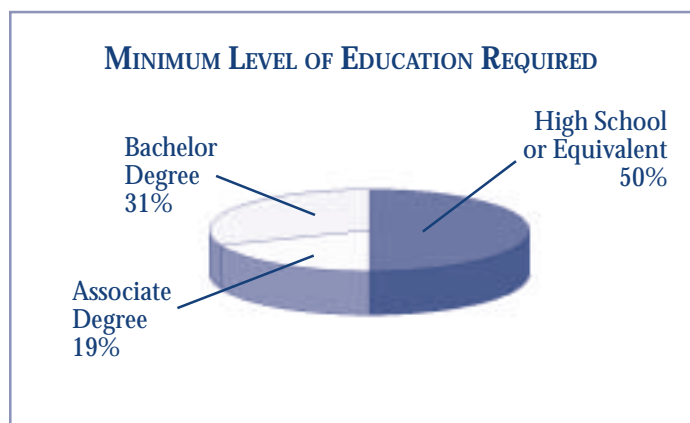
REQUIRED – 81 % **PREFERRED – 19%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 24 months. Other acceptable experience includes Administrative Assistant or personnel positions. Few of these employers (13%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 19%** **NOT REQUIRED – 68%**

Required or preferred training ranges from 3 to 18 months or an average of 10 months. Training includes human resource certificate program or computer programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (81%)
- Database (50%) • Desktop Publishing (25%)
- Other (44%) – Human Resource programs and Internet usage.

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Ability to write effectively
- Understanding of employee benefit programs
- Knowledge of labor laws
- Personnel interviewing skills
- Conflict resolution skills
- Negotiation skills
- Understanding of labor relations practices
- Ability to plan and organize the work of others
- Knowledge of personnel classification procedures
- Ability to explain and follow grievance procedures
- Ability to develop and conduct training programs
- Understanding of collective bargaining process

PERSONAL OR OTHER

- Ability to interact well with others
- Ability to work under pressure
- Oral communication skills
- Ability to motivate others
- Leadership skills

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 0% Remain Stable – 100% Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 43-4161.00
- U.S. Department of Labor Occupational Outlook Handbook 2000–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Industrial Engineering Technicians and Technologists

Employers Responded: 16 • Employees Covered: 67

Industrial Engineering Technicians and Technologists study and record the time, motion, method, and speed involved in the performance of production, maintenance, clerical, and other worker operations for such purposes as establishing standard production rates or improving efficiency. They usually work under the direction of engineering staff.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$16.83	\$16.78
New hires, experienced	\$12.00 to \$24.04	\$19.09
Three years with firm	\$15.00 to \$32.00	\$22.81

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	69%	0%
Dental Insurance	31%	44%	6%
Vision Insurance	13%	38%	6%
Life Insurance	69%	13%	0%
Sick Leave	63%	19%	0%
Vacation	81%	13%	0%
Retirement Plan	25%	63%	6%
Child Care	0%	6%	0%

WHERE THE JOBS ARE

Manufacturing – Drugs
Industrial and Commercial Machinery and Computer Equipment
Electronic and other Electrical Equipment and Components

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (150 – 230)

Gender ratio as reported by responding employers:
Male – 85% Female – 15%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 94% Swing – 6%
Graveyard – 6%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills or qualifications important for career advancement: Management skills, leadership skills, possession of an engineering degree, knowledge of the company and production skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	●	○	○

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Few employers (13%) that do not require experience, but do require a bachelor's degree, often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 10

SOURCE OF FILLED VACANCIES

Employees leaving 50%
Promotions 30%
New positions 10%
Temporary, on call, or seasonal positions 10%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 56%
Newspaper ads 56%
Employee referrals 50%
Private employment agencies 44%

EMPLOYER REQUIREMENTS

EXPERIENCE

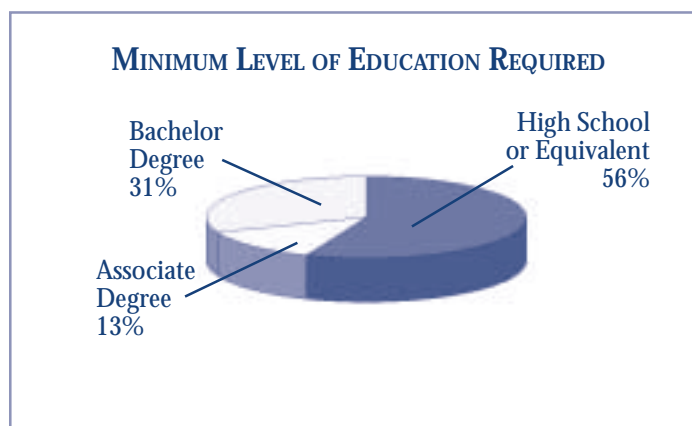
REQUIRED – 81% **PREFERRED – 19%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 32 months. Other acceptable experience listed by responding employers includes other engineering positions, machinist, in-house or industry related positions. Some of these employers (38%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 37%** **NOT REQUIRED – 63%**

Preferred training ranges from 1 to 36 months or an average of 13 months. Training includes engineering programs, machinist courses or computer programs.



DESIRED COMPUTER SOFTWARE SKILLS

Out of 16 responding employers, 15 seek computer skills as follows:

- Word Processing (53%) • Spreadsheet (67%)
- Database (40%) • Desktop Publishing (0%)
- Other (80%) – CAD, AutoCAD, CAM/Master CAM, engineering programs, and industry software.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Problem solving skills
- Ability to read working drawings
- Knowledge of automated manufacturing processes
- Ability to write effectively
- Computer assisted design (CAD) skills
- Ability to use precision tools
- Ability to apply techniques of statistical analysis
- Ability to perform advanced mathematical computations
- Knowledge of geometry
- Drafting skills

PERSONAL OR OTHER

- Ability to work as part of a team
- Good judgment and decision making skills
- Ability to work independently
- Oral communication skills
- Ability to read and follow instructions
- Creative thinking skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 25% Remain Stable – 75% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 2004B (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 17-3026.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 110
 Due to growth – 80
 Due to separations – 30

Projected job growth rate for 7-year period:
 53.3% (Much faster than average)
 Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Industrial Production Managers

Employers Responded: 19 • Employees Covered: 65

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$14.38 to \$23.97	\$16.78
New hires, experienced	\$13.42 to \$33.56	\$23.97
Three years with firm	\$16.00 to \$38.36	\$26.85

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	26%	63%	0%
Dental Insurance	32%	47%	5%
Vision Insurance	16%	37%	5%
Life Insurance	63%	16%	0%
Sick Leave	74%	11%	0%
Vacation	89%	11%	0%
Retirement Plan	47%	26%	11%
Child Care	0%	11%	0%

WHERE THE JOBS ARE

Manufacturing – Non-durable Goods
Measuring and Control Devices
Electronic Components
Electrical Equipment

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium (550 – 700)

Gender ratio as reported by responding employers:
Male – 86% Female – 14%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 43 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 16%
Graveyard – 5%
- Most responding employers (68%) promote their employees to higher level positions.
- Skills important for career advancement: Knowledge of operations, management, and financial skills, job knowledge, and enhanced computer skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	○	●

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

HIRED IN THE PAST 12 MONTHS: 15

SOURCE OF FILLED VACANCIES

Promotions 40%
Employees leaving 33%
New positions 27%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 79%
Newspaper ads 47%
Private employment agencies 47%
Internet 26%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 84% **PREFERRED – 16%** **NOT REQUIRED – 0%**

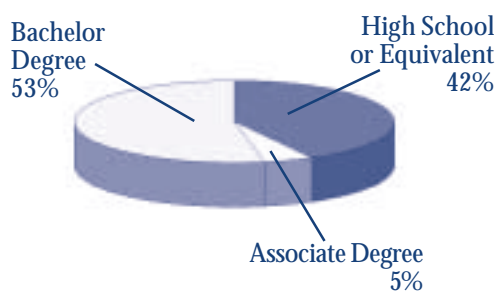
Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 45 months. Other acceptable experience listed by responding employers includes in-house or industry related positions and other management positions. Some of these employers (26%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 16% **PREFERRED – 11%** **NOT REQUIRED – 73%**

Required or preferred training ranges from 3 to 48 months or an average of 25 months. Training includes industry related courses or programs.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 19 responding employers, 17 seek computer skills as follows:

- ✎ Word Processing (71%) ✎ Spreadsheet (88%)
- ✎ Database (53%)
- ✎ Other (24%) – Manufacturing, accounting, and quality assurance software programs.

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 271* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Code 11-3051.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to plan and organize the work of others
- ✎ Ability to manage an activity or department
- ✎ Ability to write and use job specifications for industrial jobs
- ✎ Ability to implement safe work practices
- ✎ Ability to apply safe storage techniques
- ✎ Ability to apply materials resource planning (MRP) techniques
- ✎ Ability to analyze data to solve problems
- ✎ Ability to apply inventory control methods
- ✎ Ability to create and implement production plans
- ✎ Cost accounting skills
- ✎ Knowledge of specific production processes

PERSONAL OR OTHER

- ✎ Ability to work under pressure
- ✎ Oral communication skills
- ✎ Organizational skills
- ✎ Interpersonal skills
- ✎ Ability to set work priorities
- ✎ Ability to meet deadlines
- ✎ Willingness to do shift work
- ✎ Willingness to work nights, weekends, and holidays

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 21% Remain Stable – 79% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 230

Due to growth – 150

Due to separations – 80

Projected job growth rate for 7-year period:

27.3% (Much faster than average)

Average growth rate for all occupations – 17.3%

Insurance Adjusters, Examiners, and Investigators

Employers Responded: 16 • Employees Covered: 162

Insurance Adjusters, Examiners, and Investigators investigate, analyze, and determine the validity of the amount of the insurance company's liability concerning personal, casualty, or property loss or damages, and effect a settlement with claimants. They correspond with or interview medical specialists, agents, witnesses, or claimants to compile information, calculate benefit payments, and approve payment of claims within a certain monetary limit. Does not include Insurance Sales Agents, Insurance Policy Process Clerks, and Claims Clerks.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.65 to \$16.46	\$14.38
New hires, experienced	\$9.08 to \$21.58	\$16.83
Three years with firm	\$12.11 to \$31.16	\$19.09

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	44%	50%	6%
Dental Insurance	38%	44%	6%
Vision Insurance	25%	38%	6%
Life Insurance	50%	25%	6%
Sick Leave	63%	13%	0%
Vacation	75%	13%	0%
Retirement Plan	44%	38%	13%
Child Care	0%	0%	6%

WHERE THE JOBS ARE

Fire, Marine and Casualty Insurance
Insurance Agents, Brokers

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small/Medium (350 – 450)

Gender ratio as reported by responding employers:
Female – 51% Male – 49%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (96%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills important for career advancement: Management and supervisory skills, organizational skills, knowledge of insurance laws, and technical ability.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 26

SOURCE OF FILLED VACANCIES

New positions 38%
Employees leaving 35%
Promotions 27%

PRIMARY RECRUITMENT METHODS

Newspaper ads 63%
Employee referrals 44%
In-house promotions or transfers 44%
Internet 31%

EMPLOYER REQUIREMENTS**EXPERIENCE**

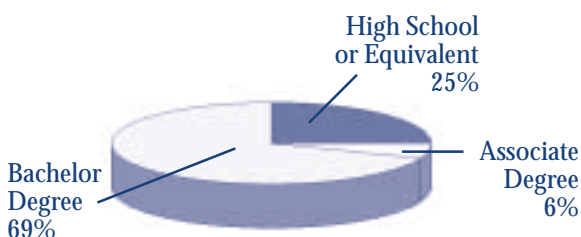
REQUIRED – 56% **PREFERRED – 38%** **NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 32 months. Other acceptable experience listed by responding employers includes industry related positions. Some of these employers (20%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 6%** **NOT REQUIRED – 81%**

Required or preferred training ranges from 12 to 24 months or an average of 20 months. Training includes insurance courses.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

Out of 16 responding employers, 14 seek computer skills as follows:

- Word Processing (93%) • Spreadsheet (43%)
- Database (29%) • Desktop Publishing (7%)
- Other (43%) – Industry specific programs, e-mail, and the Internet.

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Ability to appraise real and personal property
- Ability to complete and explain insurance forms
- Ability to interpret policy coverage
- Ability to interview others for information
- Ability to write effectively
- Basic construction skills
- Business math skills
- Investigative research skills
- Knowledge of basic auto mechanics
- Knowledge of medical terminology
- Record keeping skills
- Report writing skills
- Understanding of insurance reimbursement regulations
- Understanding of insurance terminology

PERSONAL OR OTHER

- Ability to read and follow instructions
- Ability to think logically
- Ability to work independently
- Ability to write legibly
- Customer service skills
- Oral communication skills
- Public contact skills
- Willingness to work with close supervision

NEW SKILLS NEEDED AS REPORTED BY RESPONDING EMPLOYERS

- Photography and digital camera use

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 38% Remain Stable – 49% Decline – 13%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 67 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 13.1031.02
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projected job openings for 7-year period: 150
 Due to growth – 100
 Due to separations – 50

Projected job growth rate for 7-year period:
 28.6% (Much faster than average)
 Average growth rate for all occupations – 17.3%

Laborers, Landscaping and Groundskeeping

Employers Responded: 20 • Employees Covered: 558

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.50 to \$8.65	\$7.00
New hires, experienced	\$6.75 to \$11.51	\$7.50
Three years with firm	\$7.50 to \$13.99	\$9.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	45%	0%
Dental Insurance	15%	25%	0%
Vision Insurance	25%	10%	0%
Life Insurance	45%	10%	0%
Sick Leave	55%	5%	5%
Vacation	80%	5%	5%
Retirement Plan	20%	20%	10%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Landscaping and Horticulture Service
Miscellaneous Amusement, Recreation Service
Heavy Construction, except Highway

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (3,860 – 4,500)

Gender ratio as reported by responding employers:
Male – 100%

OTHER INFORMATION

- Almost all responding employers (90%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99.6%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 10% Graveyard – 10%
- Most responding employers (70%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory skills, reliability and dependability, ability to operate equipment, ability to learn new landscape techniques, possession of horticulture or pesticide certificate, knowledge of irrigation techniques, English language skills, and knowledge of turf or golf course operations.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 199

SOURCE OF FILLED VACANCIES

Employees leaving 69%
New positions 24%
Promotions 7%

PRIMARY RECRUITMENT METHODS

Employee referrals 80%
Newspaper ads 55%
Walk-in applicants 45%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 20%**PREFERRED – 65%****NOT REQUIRED – 15%**

Required or preferred experience in this occupation ranges from 3 to 24 months or an average of 9 months. Other acceptable experience listed by responding employers includes gardening. Many of these employers (47%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

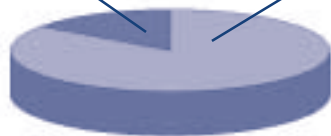
REQUIRED – 0%**PREFERRED – 30%****NOT REQUIRED – 70%**

Preferred training ranges from 3 to 12 months or an average of 5 months. Training includes horticulture or landscape maintenance courses.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
15%

Less than
High School
85%



DESIRED COMPUTER SOFTWARE SKILLS

None required.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 320* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 37-3011.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Knowledge of garden tools
- Landscape maintenance skills
- Pruning skills
- Lawn and garden care skills
- Sprinkler installation skills
- Sprinkler repair skills
- Possession of a valid driver's license
- Knowledge of horticulture

PHYSICAL

- Physical stamina
- Possession of physical agility

PERSONAL OR OTHER

- Ability to work independently
- Ability to read and follow instruction
- Possession of a reliable vehicle
- Willingness to work with close supervision
- Oral communication skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 40% Remain Stable – 60% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 1,530

Due to growth – 640

Due to separations – 890

Projected job growth rate for 7-year period:

16.6% (Average)

Average growth rate for all occupations – 17.3%

Lawyers

Employers Responded: 15 • Employees Covered: 93

Lawyers conduct criminal and civil lawsuits, draw up legal documents, advise clients as to legal rights, and practice other phases of law. They may represent clients in court, or before quasi-judicial or administrative agencies of government. They may specialize in a single area of law such as patent law, corporate law, or criminal law.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$19.23 to \$28.85	\$23.01
New hires, experienced	\$26.44 to \$47.95	\$30.28
Three years with firm	\$31.25 to \$47.95	\$38.46

Other forms of compensation: Some responding employers (33%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	60%	27%	13%
Dental Insurance	27%	13%	7%
Vision Insurance	20%	7%	7%
Life Insurance	60%	13%	13%
Sick Leave	87%	7%	7%
Vacation	87%	7%	7%
Retirement Plan	53%	20%	13%
Child Care	0%	0%	13%

WHERE THE JOBS ARE

Legal Services
Local Government

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium (510 – 570)

Gender ratio as reported by responding employers:
Male – 75% Female – 25%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 44 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (53%) promote their employees to higher level positions.
- Skills important for career advancement: Ability to generate client base, marketing and promotional skills, good work ethic, and organizational skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Due to growth, employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 16

SOURCE OF FILLED VACANCIES

New positions 50%
Employees leaving 44%
Promotions 6%

PRIMARY RECRUITMENT METHODS

Employee referrals 60%
Newspaper ads 47%
Trade journals 40%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 53% **PREFERRED – 47%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 84 months or an average of 37 months. None of these employers will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 7%** **NOT REQUIRED – 93%**

Preferred training is 12 months of computer usage. Required law degree is included in the minimum level of education listed below.

MINIMUM LEVEL OF EDUCATION REQUIRED

Graduate
Study
100%



LEGALLY MANDATED REQUIREMENTS

Admission to the California State Bar is required in order to be licensed to practice law in California. To qualify for admission, applicants must pass the three day California Bar Examination and a one day Multi-state Professional Responsibility Examination. Applicants should have graduated from a law school approved by the American Bar Association or the California State Bar Examiners. – *California Occupational Guide No. 322*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 14 seek computer skills as follows:

- ✦ Word Processing (64%) ✦ Spreadsheet (29%)
- ✦ Database (50%) ✦ Desktop Publishing (0%)
- ✦ Other (64%) – Legal database and research programs.

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 322 (www.calmis.ca.gov)
- ✦ *O*Net* (<http://online.onetcenter.org>), SOC Code 23-1011.00
- ✦ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✦ Ability to write effectively
- ✦ Possession of a law degree (*Juris Doctorate*)
- ✦ Ability to apply the principles of confidentiality
- ✦ Ability to draft legal documents
- ✦ Ability to follow law office methods and procedures
- ✦ Ability to interview others for information
- ✦ Ability to use a library for legal research
- ✦ Knowledge of court proceedings
- ✦ Strong oral communication skills
- ✦ Ability to use computerized legal research databases

PERSONAL OR OTHER

- ✦ Ability to meet deadlines
- ✦ Good judgment and decision making skills
- ✦ Ability to read and comprehend information quickly
- ✦ Ability to think logically
- ✦ Ability to work independently
- ✦ Ability to work under pressure
- ✦ Active listening skills
- ✦ Ability to deal effectively with all kinds of people
- ✦ Ability to pay close attention to detail
- ✦ Ability to work as part of a team
- ✦ Willingness to work nights, weekends, and holidays

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 67% Remain Stable – 33% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 100
 Due to growth – 60
 Due to separations – 40

Projected job growth rate for 7-year period:
 11.8% (Slower than average)
 Average growth rate for all occupations - 17.3%

Librarians – Professional

Employers Responded: 20 • Employees Covered: 72

Librarians, Professional, include persons concerned with administering libraries and performing related library services including selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials or furnishing references, bibliographies, and reader's advisory services. They may select music, films, or other audio-visual material for subject matter of program.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$10.50 to \$11.97	\$11.05
Union	\$12.55 to \$27.96	\$20.05
New hires, experienced		
Non-union	\$9.59 to \$23.97	\$15.34
Union	\$13.18 to \$27.96	\$21.55
Three years with firm		
Non-Union	\$11.50 to \$26.37	\$18.70
Union	\$15.16 to \$37.08	\$22.59

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	55%	30%	0%
Dental Insurance	45%	25%	5%
Vision Insurance	35%	15%	5%
Life Insurance	65%	5%	0%
Sick Leave	85%	0%	0%
Vacation	50%	0%	0%
Retirement Plan	40%	35%	5%
Child Care	5%	0%	5%

WHERE THE JOBS ARE

Local Government
Elementary and Secondary Schools
Colleges and Universities

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (170 – 180)

Gender ratio as reported by responding employers:
Female – 78% Male – 22%

OTHER INFORMATION

- Some responding employers (35%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (83%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 95% Swing – 15%
- Many responding employers (50%) promote their employees to higher level positions.
- Skills important for career advancement: Administrative, management, or supervisory skills, and ability to use information oriented programs.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to growth and turnover employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 17

SOURCE OF FILLED VACANCIES

New positions 53%
Employees leaving 47%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 50%
Newspaper ads 50%
Colleges/Universities 40%
Employee referrals 35%

EMPLOYER REQUIREMENTS

EXPERIENCE

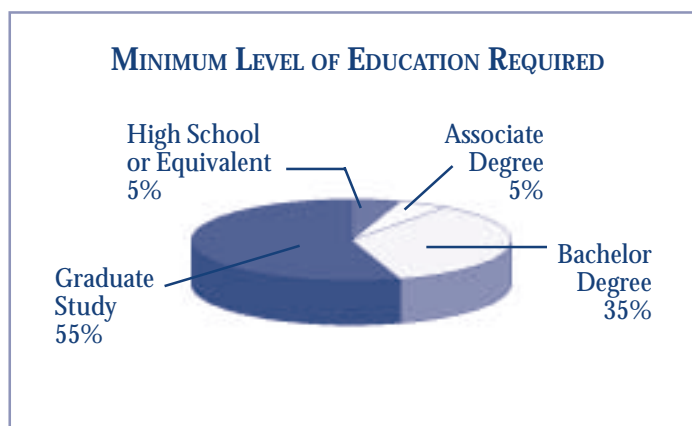
REQUIRED – 50% **PREFERRED – 20%** **NOT REQUIRED – 30%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 24 months. Other acceptable experience listed by responding employers includes Teacher experience. Some of these employers (29%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 15% **PREFERRED – 5%** **NOT REQUIRED – 80%**

Required or preferred training ranges from 6 to 48 months or an average of 26 months. Training includes course work in library science and computer classes.



LEGALLY MANDATED REQUIREMENTS

Public school Librarians need both a teaching credential and a school library media teaching credential. – *California Occupational Guide, No. 154*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 20 responding employers, 18 seek computer skills as follows:

- Word Processing (67%) • Spreadsheet (50%)
- Database (44%) • Desktop Publishing (17%)
- Other (67%) – Information retrieval programs, library data systems, the Internet, and PowerPoint.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 154 (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 25-4021.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to manage an activity or department
- Ability to plan and organize the work of others
- Ability to classify publications under the Dewey Decimal system
- Ability to use information retrieval systems
- Ability to use computerized reference material
- Ability to use the Internet
- Ability to write effectively

PHYSICAL

- Ability to sit continuously for prolonged periods of times

PERSONAL OR OTHER

- Ability to read and comprehend information quickly
- Information organization skills
- Oral communication skills
- Ability to work independently
- Public contact skills
- Ability to manage unexpected situations
- Ability to manage multiple priorities
- Ability to write legibly

NEW SKILLS NEEDED AS REPORTED BY RESPONDING EMPLOYERS

- Ability to use emerging information search technology.

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 20% Remain Stable – 75% Decline – 5%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 40

Due to growth – 10

Due to separations – 30

Projected job growth rate for 7-year period:

5.9% (Slower than average)

Average growth rate for all occupations – 17.3%

Licensed Vocational Nurses

Employers Responded: 18 • Employees Covered: 294

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.52 to \$19.00	\$14.73
New hires, experienced	\$11.56 to \$19.00	\$15.50
Three years with firm	\$15.00 to \$20.00	\$17.28

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	0%	67%	33%	0%	0%
Dental Insurance	17%	0%	72%	28%	11%	11%
Vision Insurance	6%	0%	61%	22%	0%	0%
Life Insurance	39%	6%	33%	6%	11%	6%
Sick Leave	83%	22%	11%	6%	0%	0%
Vacation	83%	22%	11%	6%	0%	0%
Retirement Plan	22%	6%	22%	11%	11%	6%
Child Care	0%	0%	11%	6%	0%	0%

WHERE THE JOBS ARE

Hospitals
Offices & Clinics of Medical Doctors
Nursing and Personal Care Facilities
Home Health Care Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (910 – 930)

Gender ratio as reported by responding employers:
Female – 88% Male – 12%

OTHER INFORMATION

- Almost all responding employers (89%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (67%) work full-time, 39 hours per week weighted average. Some employees (20%) work part-time, 23 hours per week weighted average.
- Shifts worked: Day – 89% Graveyard – 89%
Swing – 72%
- Almost all responding employers (94%) promote their employees to higher level positions.
- Skills and licensing important for career advancement: Ability to pass Registered Nurse licensing exam, supervisory skills, and patient assessment skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	●	○	○

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Due to high turnover, employer demand is considerably greater than the supply of qualified inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 66

SOURCE OF FILLED VACANCIES

Employees leaving 73%
New positions 15%
Temporary, on call, or seasonal positions 10%
Promotions 2%

PRIMARY RECRUITMENT METHODS

Newspaper ads 89%
Employee referrals 83%
Walk-in applicants 56%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 27% **PREFERRED – 56%** **NOT REQUIRED – 17%**

Required or preferred experience in this occupation ranges from 3 to 12 months or an average of 10 months. Many of these employers (40%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 94% **PREFERRED – 6%** **NOT REQUIRED – 0%**

Required or preferred training ranges from 12 to 24 months or an average of 22 months. Training includes Licensed Vocational Nurse certification program. LVN training can also be included in the associate degree listed below under Minimum Level of Education Required.

MINIMUM LEVEL OF EDUCATION REQUIRED

Associate Degree 61% High School or Equivalent 39%



LEGALLY MANDATED REQUIREMENTS

State law requires that LVNs be licensed under the provisions of the Vocational Nursing Practice Act, which is administered by the Board of Vocational Nurses and Psychiatric Technician Examiners. To qualify for a license an applicant must be at least 17 years old, have graduated from a state-approved school of vocational nursing, and pass the licensing exam. – *California Occupation Guide 313*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 18 responding employers, 9 seek computer skills as follows:

- ✎ Word Processing (56%) ✎ Spreadsheet (11%)
- ✎ Database (44%) ✎ Desktop Publishing (0%)
- ✎ Other (44%) – Industry software.

ADDITIONAL RESOURCES

- ✎ *California Licensed Vocational Nurses' Association* (www.clvna.org)
- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 313* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Code 29-2061.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to detect complications in patients
- ✎ Ability to pass vocational nurse licensing exam
- ✎ Ability to provide personal services to patients
- ✎ Record keeping skills
- ✎ Ability to refer to medical reference information
- ✎ Ability to take vital signs
- ✎ Basic math skills
- ✎ Knowledge of medical terminology
- ✎ Ability to administer injections
- ✎ Ability to follow laboratory procedures
- ✎ Understanding of asepsis
- ✎ Ability to apply transferring techniques moving patients

PHYSICAL

- ✎ Ability to lift and move patients

PERSONAL OR OTHER

- ✎ Ability to read and follow instructions
- ✎ Ability to relate to patients
- ✎ Ability to work independently
- ✎ Caring and sympathetic attitude
- ✎ Good judgment and decision making skills
- ✎ Willingness to work nights, weekends, and holidays
- ✎ Ability to handle crisis situations
- ✎ Ability to write legibly
- ✎ Oral communication
- ✎ Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 28% Remain Stable – 72% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 160
 Due to growth – 20
 Due to separations – 140

Projected job growth rate for 7-year period:
 2.2% (Slower than average)
 Average growth rate for all occupations – 17.3%

Loan Officers and Counselors

Employers Responded: 15 • Employees Covered: 348

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.07 to \$17.26	\$11.74
New hires, experienced	\$8.63 to \$28.77	\$14.38
Three years with firm	\$8.63 to \$47.95	\$28.77

Few employers do not require experience *in this occupation* but do accept in-house experience in other positions, resulting in the higher wage range for new hires, no experience.

Other forms of compensation: Most responding employers (67%) pay commissions in addition to a base salary or draw, or pay commissions only. These have been converted to an hourly wage and are included in the above wage range.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	53%	33%	0%
Dental Insurance	40%	27%	7%
Vision Insurance	40%	13%	0%
Life Insurance	53%	20%	7%
Sick Leave	73%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	33%	47%	0%
Child Care	0%	7%	7%

WHERE THE JOBS ARE

Mortgage Bankers and Brokers
Commercial Banks

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Not available

Gender ratio as reported by responding employers:
Female – 64% Male – 36%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (89%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 93% Swing – 40%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills important for career advancement: Computer skills, management skills, and ability to negotiate and solve problems.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to turnover and new positions, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 275

SOURCE OF FILLED VACANCIES

Employees leaving 42%
New positions 34%
Promotions 24%

PRIMARY RECRUITMENT METHODS

Employee referrals 93%
Other – networking 73%
Newspaper ads 53%

EMPLOYER REQUIREMENTS**EXPERIENCE**

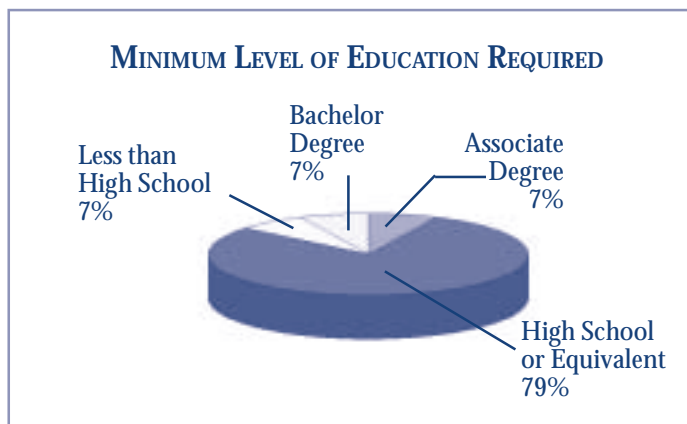
REQUIRED – 60% **PREFERRED – 33%** **NOT REQUIRED – 7%**

Required or preferred experience in this occupation ranges from 3 to 60 months or an average of 24 months. Other acceptable experience listed by responding employers includes sales, banking, and customer service. Few of these employers (7%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 7%** **NOT REQUIRED – 80%**

Required or preferred training ranges from 3 to 12 months or an average of 7 months. Training includes accounting, computer or real estate courses.

**DESIRED COMPUTER SOFTWARE SKILLS**

Out of 15 responding employers, 13 seek computer skills as follows:

- ✦ Word Processing (100%) ✦ Spreadsheet (62%)
- ✦ Database (31%) ✦ Desktop Publishing (15%)
- ✦ Other (46%) – In-house industry programs and e-mail.

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- ✦ Ability to apply sales techniques
- ✦ Ability to handle credit and collections
- ✦ Ability to interview others for information
- ✦ Ability to write effectively
- ✦ Ability to analyze statistics
- ✦ Business math skills
- ✦ Knowledge of government loan procedures
- ✦ Record keeping skills
- ✦ Report writing skills
- ✦ Understanding of mortgage banking
- ✦ Understanding of conventional loans
- ✦ Understanding of regulations affecting financial institutions

PERSONAL OR OTHER

- ✦ Ability to read and follow instructions
- ✦ Ability to think logically
- ✦ Ability to work independently
- ✦ Ability to write legibly
- ✦ Customer service skills
- ✦ Oral communication skills
- ✦ Public contact skills

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 40% Remain Stable – 60% Decline – 0%

ADDITIONAL RESOURCES

- ✦ O*Net (<http://online.onetcenter.org>), SOC Code 13-2071.00, 13-2072.00
- ✦ U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projections are not available
for this occupation

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Lodging Managers

Employers Responded: 16 • Employees Covered: 39

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$14.38	\$7.25
New hires, experienced	\$6.50 to \$15.98	\$10.05
Three years with firm	\$9.58 to \$20.75	\$15.79

Some responding employers (31%) reported that they pay bonuses. Some employers (25%) provide lodging, which is included in the above wage range.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	6%	63%	6%
Dental Insurance	0%	44%	19%
Vision Insurance	0%	44%	13%
Life Insurance	0%	44%	13%
Sick Leave	56%	6%	6%
Vacation	94%	0%	0%
Retirement Plan	6%	44%	0%
Child Care	0%	13%	0%

WHERE THE JOBS ARE

Hotels and Motels

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
None available

Gender ratio as reported by responding employers:
Female – 62% Male – 38%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 45 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 63%
Graveyard – 13%
- Many responding employers (50%) promote their employees to higher level positions.
- Skills important for career advancement:
General management skills, financial skills, and sales ability.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 12

SOURCE OF FILLED VACANCIES

Promotions	50%
Employees leaving	25%
New positions	25%

PRIMARY RECRUITMENT METHODS

Newspaper ads	69%
Employee referrals	63%
In-house promotions or transfers	63%
Walk-in applicants	25%

EMPLOYER REQUIREMENTS**EXPERIENCE**

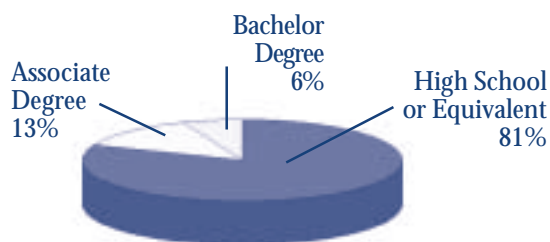
REQUIRED – 74% **PREFERRED – 13%** **NOT REQUIRED – 13%**

Required or preferred experience in this occupation ranges from 12 to 48 months or an average of 21 months. Other acceptable experience listed by responding employers includes customer service, management, and sales. Many of these employers (43%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 13% **PREFERRED – 19%** **NOT REQUIRED – 68%**

Required or preferred training ranges from 2 to 12 months or an average of 7 months. Training includes hotel management.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

Out of 16 responding employers, 12 seek computer skills as follows:

- ✦ Word Processing (83%) ✦ Spreadsheet (58%)
- ✦ Database (25%) ✦ Desktop Publishing (8%)
- ✦ Other (67%) – Hotel industry applications.

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- ✦ *Business math skills*
- ✦ *Ability to maintain financial records*
- ✦ *Ability to plan and organize the work of others*
- ✦ *Ability to follow purchasing procedures*
- ✦ *Record keeping skills*
- ✦ *Knowledge of inventory techniques*
- ✦ *Ability to write effectively*
- ✦ *Problem solving skills*
- ✦ *Information organization skills*
- ✦ *Computer literacy*

PERSONAL OR OTHER

- ✦ *Public contact skills*
- ✦ *Ability to work independently*
- ✦ *Ability to work under pressure*
- ✦ *Customer service skills*
- ✦ *Ability to read and follow instructions*
- ✦ *Oral communication skills*
- ✦ *Willingness to work as a team member*
- ✦ *Reading and comprehension skills*

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 6% Remain Stable – 94% Decline – 0%

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 114 (www.calmis.ca.gov)*
- ✦ *O*Net (<http://online.onetcenter.org>), SOC Code 11-9081.00*
- ✦ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)*

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projections are not available
for this occupation

Massage Therapists

Employers Responded: 15 • Employees Covered: 75

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body conditioning or treatments.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	*\$8.00 to \$50.00	\$20.00
New hires, experienced	*\$10.00 to \$40.00	\$25.57
Three years with firm	\$12.00 to \$45.00	\$30.00

*Since not all employers hire employees at all levels of experience, and the report does not include extreme wages, this can produce wages that are out of pattern. Commissions were calculated into a time-base figure and reflected in the hourly wages. Tips are also paid.

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	7%	0%	14%	0%	0%	0%
Dental Insurance	0%	0%	14%	0%	0%	0%
Vision Insurance	7%	0%	14%	0%	0%	0%
Life Insurance	7%	0%	7%	0%	0%	0%
Sick Leave	21%	0%	0%	0%	0%	0%
Vacation	14%	0%	0%	0%	0%	0%
Retirement Plan	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
401K	7%	0%	0%	0%	0%	0%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

Holistic Health Centers
Chiropractic Clinics
Hotels, Resorts and Spas
Physical Fitness and Workout Centers
Sports Therapy Centers

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Data is not solid enough to provide estimates of total employment (including self-employment).

Gender ratio as reported by responding employers:
Female – 73% Male – 27%

OTHER INFORMATION

- All responding employers reported that wages are *not* subject to collective bargaining or union agreements.
- Few employees work full-time, 38 hours per week weighted average. Some employees (20%) work full-time, 25 hours per week weighted average. Due to the physically demanding work, almost all full-time employees do not work a standard work-week. Many employees (43%) work part-time, 15 hours per week weighted average. Some employees (21%) are temporary or on-call with 5 hours per week weighted average.
- Shifts worked: Day – 100%
- Some responding employers (27%) promote their employees to higher level positions.
- Skills important for career advancement: Possession of National Certification.

HIRED IN THE PAST 12 MONTHS: 33

SOURCE OF FILLED VACANCIES

Employees leaving 52%
New positions 30%
Temporary, on call, or seasonal positions 12%
Promotions 6%

PRIMARY RECRUITMENT METHODS

Employee referrals 80%
Walk-in applicants 47%
Newspaper ads 40%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 67% **PREFERRED – 13%** **NOT REQUIRED – 20%**

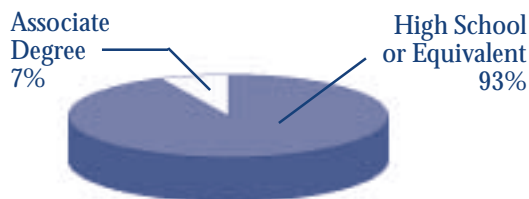
Required or preferred experience in this occupation ranges from 4 to 24 months or an average of 12 months. Most of these employers (75%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

Required training ranges from 4 to 12 months or an average of 8 months. Training includes massage therapist programs for licensing or certification. Required hours for licensing varies from city to city.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

California currently does not have a state license requirement. Massage Therapists are required to obtain business licenses from the city or county where they will be doing business. The required hours of training varies from city to city and county to county. – *California's Institute of the Healing Arts and Sciences* (http://californiainstitute.net/licensing_message.htm)

Contact the following web site for eligibility requirements for National Certification: www.ncbtmb.com/obtaining_certification.htm

DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 1 seeks computer skills as follows:

- ☛ Medical management program.

ADDITIONAL RESOURCES

- ☛ *California Institute of the Healing Arts and Sciences* – <http://californiainstitute.net>
- ☛ *O*Net* (<http://online.onetcenter.org>), SOC Code 31-9011.00
- ☛ *National Certification Board for Therapeutic Massage and Bodywork* (www.ncbtmb.com)
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ☛ Ability to apply massage techniques for sports injuries
- ☛ Ability to perform Swedish massage
- ☛ Ability to perform deep tissue massage
- ☛ Possession of local license
- ☛ Ability to perform massage techniques in cases of injury
- ☛ Ability to perform acupuncture massage
- ☛ Ability to conduct an accurate needs assessment
- ☛ Ability to perform Shiatsu therapy
- ☛ Knowledge of kinesiology

PHYSICAL

- ☛ Ability to perform physically demanding work emphasizing the use of hands
- ☛ Ability to stand for prolonged periods

PERSONAL OR OTHER

- ☛ Cleanliness and professional image
- ☛ Ability to work independently
- ☛ Interpersonal and customer service skills
- ☛ Oral communication skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 47% Remain Stable – 53% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

Mechanical Engineers

Employers Responded: 17 • Employees Covered: 238

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$15.26 to \$23.97	\$19.18
New hires, experienced	\$17.44 to \$35.96	\$25.48
Three years with firm	\$20.60 to \$40.75	\$29.97

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	41%	53%	0%
Dental Insurance	35%	47%	6%
Vision Insurance	18%	35%	12%
Life Insurance	59%	24%	6%
Sick Leave	76%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	29%	6%	0%
Child Care	0%	6%	0%
401K	12%	59%	6%

WHERE THE JOBS ARE

Federal Government
 Measuring and Controlling Devices
 Machinery, Equipment, and Supplies
 Computer and Data Processing Services
 Metalworking Machinery

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Large (1,000–1,160)

Gender ratio as reported by responding employers:
 Male – 93% Female – 7%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Almost all responding employers (88%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, ability to keep up with current technology, designing skills, supervisory skills, organizational skills, and project/planning skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 23

SOURCE OF FILLED VACANCIES

New positions 70%
 Employees leaving 17%
 Temporary, on call, or seasonal positions 13%

PRIMARY RECRUITMENT METHODS

Employee referrals 59%
 Internet 59%
 Newspaper ads 59%
 Colleges/Universities 41%
 In-house promotions or transfers 18%
 Networking, Head Hunters 18%
 Private employment agencies 18%

EMPLOYER REQUIREMENTS

EXPERIENCE

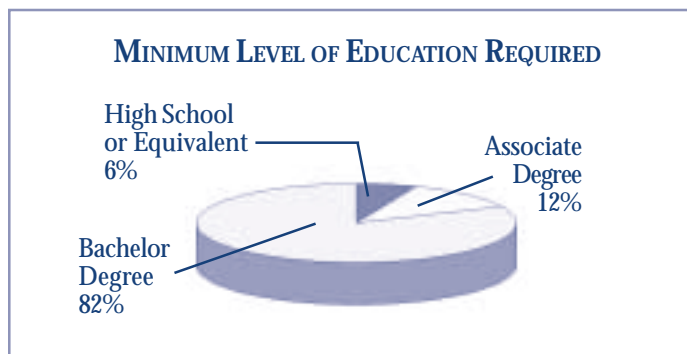
REQUIRED – 82% **PREFERRED – 12%** **NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 35 months. Other acceptable experience listed by responding employers includes other engineering positions. Some of these employers (25%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 12% **PREFERRED – 0%** **NOT REQUIRED – 88%**

Required training ranges from 3 to 12 months or an average of 8 months. Training includes Computer Aided Design (CAD) or technical institute programs.



LEGALLY MANDATED REQUIREMENTS

Mechanical Engineers whose work may affect the public welfare (such as consulting engineers and those in decision-making positions in certain governmental agencies) must be registered by the State. To obtain registration, engineers must have at least a BSME degree and two years' engineering experience. They must pass the Engineer-in-Training examination and, later, the professional examination in mechanical engineering. While registration is not required for all jobs, a registered engineer may have a competitive edge for advancement to more responsible positions. – *California Occupational Guide No. 5; California's Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ✦ Word Processing (76%) ✦ Spreadsheet (71%)
- ✦ Database (35%) ✦ Desktop Publishing (0%)
- ✦ Other (88%) – CAD, AutoCad, Solidworks, and Pro E.

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 5* (www.calmis.ca.gov)
- ✦ *O*Net* (<http://online.onetcenter.org>), SOC Code 17-2141.00
- ✦ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✦ Ability to analyze and solve technical problems
- ✦ Ability to read blueprints
- ✦ Computer assisted design (CAD) skills
- ✦ Ability to use computer applications in research
- ✦ Ability to keep up with changes in technology
- ✦ Ability to perform advanced mathematical computations
- ✦ Ability to write technical material
- ✦ Ability to design machinery and machine tools
- ✦ Ability to test and maintain machines, engines or other mechanical devices
- ✦ Engineering programming skills

PERSONAL OR OTHER

- ✦ Ability to work as part of a team
- ✦ Ability to work under pressure
- ✦ Ability to meet deadlines
- ✦ Oral communication skills
- ✦ Reading and comprehension skills
- ✦ Ability to work independently
- ✦ Ability to write effectively and legibly
- ✦ Detail oriented
- ✦ Aptitude for science and advanced mathematics
- ✦ Willingness to travel

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 35% Remain Stable – 65% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 310

Due to growth – 160

Due to separations – 150

Projected job growth rate for 7-year period:

16% (Average)

Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Medical Assistants

Employers Responded: 18 • Employees Covered: 94

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.50 to \$10.00	\$9.00
New hires, experienced	\$9.50 to \$13.00	\$11.00
Three years with firm	\$10.00 to \$16.00	\$13.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	83%	17%	0%
Dental Insurance	28%	11%	17%
Vision Insurance	22%	6%	11%
Life Insurance	39%	6%	11%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	39%	17%	17%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Offices and Clinics of Medical Doctors

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (870 – 1,040)

Gender ratio as reported by responding employers:
Female – 96% Male – 4%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (86%) work full-time, 40 hours per week weighted average. Few employees work full-time, 30 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (67%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills, dependability and reliability, efficiency, ability to learn new clinical skills, and ability to work as a team.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 26

SOURCE OF FILLED VACANCIES

Employees leaving 58%
New positions 27%
Temporary, on call, or seasonal positions 15%

PRIMARY RECRUITMENT METHODS

Employee referrals 83%
Newspaper ads 78%
School/program referrals 39%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 50% **PREFERRED – 50%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 11 months. Other acceptable experience listed by responding employers includes other medical experience or Certified Nursing Assistant (CNA). Most of these employers (61%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 66% **PREFERRED – 17%** **NOT REQUIRED – 17%**

Required or preferred training ranges from 1 to 12 months or an average of 7 months. Training includes medical assistant certification or medical back office course.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
100%



LEGALLY MANDATED REQUIREMENTS

Medical Assistants are *not licensed, certified, or registered* by the State of California. However, medical assistant training is regulated by the state. Experience requirements are ten hours of training and ten performances each of the various injections (intradermal, subcutaneous, and intramuscular), blood withdrawal and skin testing. Those who meet the qualifications of the American Association of Medical Assistants may get certified after passing a written test. – *California's Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 18 responding employers, 7 seek computer skills as follows:

- ✎ Word Processing (86%) ✎ Database (14%)
- ✎ Other (43%) – Medical management programs.

ADDITIONAL RESOURCES

- ✎ American Association of Medical Assistants (www.aama-ntl.org)
- ✎ Employment Development Department, California Labor Market Information – Occupational Guide, No. 513 (www.calmis.ca.gov)
- ✎ O*Net (<http://online.onetcenter.org>), SOC Code 31-9092.00
- ✎ U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Knowledge of medical terminology
- ✎ Telephone answering skills
- ✎ Ability to administer injections
- ✎ Ability to apply sterilization techniques
- ✎ Basic math skills
- ✎ Ability to write effectively
- ✎ Ability to follow laboratory procedures
- ✎ Blood drawing skills
- ✎ Ability to use industry related computer applications
- ✎ Understanding of inventory techniques
- ✎ Equipment selection skills
- ✎ Medical record keeping skills

PERSONAL OR OTHER

- ✎ Ability to read and follow instructions
- ✎ Ability to relate to patients
- ✎ Ability to work independently
- ✎ Oral communication
- ✎ Ability to handle crisis situations
- ✎ Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 44% Remain Stable – 56% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 330
 Due to growth – 170
 Due to separations – 160

Projected job growth rate for 7-year period:
 19.5% (Faster than average)
 Average growth rate for all occupations – 17.3%

Medicine and Health Services Managers

Employers Responded: 16 • Employees Covered: 49

Medicine and Health Services Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not applicable	
New hires, experienced	\$13.81 to \$28.77	\$20.02
Three years with firm	\$15.34 to \$35.96	\$24.01

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	69%	31%	0%
Dental Insurance	31%	31%	19%
Vision Insurance	13%	13%	13%
Life Insurance	44%	13%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	38%	13%	0%
Child Care	0%	0%	0%
401K	25%	25%	13%

WHERE THE JOBS ARE

Offices and Clinics of Medical Doctors
Hospitals

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (370–440)

Gender ratio as reported by responding employers:
Female – 69% Male – 31%

OTHER INFORMATION

- ✎ All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- ✎ All employees work full-time, 41 hours per week weighted average.
- ✎ Shifts worked: Day – 100% Swing – 6%
Graveyard – 6%
- ✎ Few responding employers promote their employees to higher level positions.
- ✎ Skills important for career advancement: Ability to keep up with current medical services and health care laws, and continuing education.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	Not applicable		

This occupation has a low turnover, however, when vacancies or new positions arise employers often cannot find qualified experienced applicants and applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 6

SOURCE OF FILLED VACANCIES

Employees leaving 67%
New positions 33%

PRIMARY RECRUITMENT METHODS

Newspaper ads 75%
Employee referrals 50%
In-house promotions or transfers 44%

EMPLOYER REQUIREMENTS

EXPERIENCE

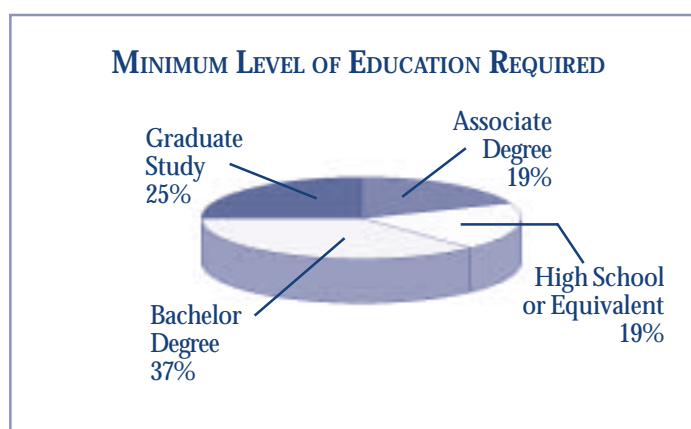
REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

Required experience in this occupation ranges from 24 to 120 months or an average of 48 months. Out of 16 firms responding, 1 firm required 120 months of experience, but did not require a degree. None of these employers will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 6% **PREFERRED – 13%** **NOT REQUIRED – 81%**

Required or preferred training ranges from 12 to 24 months or an average of 16 months. Training includes Registered Nurse program for licensing and medical terminology or business management programs.



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ✦ Word Processing (100%) ✦ Spreadsheet (88%)
- ✦ Database (31%) ✦ Desktop Publishing (0%)
- ✦ Other (63%) – Medical management programs, accounting programs, and PowerPoint.

ADDITIONAL RESOURCES

- ✦ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 235* (www.calmis.ca.gov)
- ✦ *O*Net* (<http://online.onetcenter.org>), SOC Code 11-9111.00
- ✦ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✦ Ability to apply quality assurance techniques
- ✦ Ability to establish and implement policies and procedures
- ✦ Knowledge of management principles and practices
- ✦ Personnel management skills
- ✦ Understand and use medical terminology
- ✦ Ability to apply accounting and budgeting principles
- ✦ Ability to keep up with new technology and regulations in health services
- ✦ Knowledge of health information systems
- ✦ Understanding of Health Department regulations
- ✦ Ability to apply inventory control methods
- ✦ Report writing skills
- ✦ Negotiation skills

PERSONAL OR OTHER

- ✦ Ability to interact with individuals and groups
- ✦ Ability to work under stress
- ✦ Conflict resolution skills
- ✦ Oral communication skills
- ✦ Organizational skills
- ✦ Willingness to work overtime
- ✦ Willingness to work irregular hours
- ✦ Willingness to work nights, weekends, and holidays
- ✦ Willingness to travel

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 6% Remain Stable – 94% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 120
 Due to growth – 70
 Due to separations – 50

Projected job growth rate for 7-year period:
 9% (Slower than average)
 Average growth rate for all occupations – 17.3%

Operating Engineers

Employers Responded: 17 • Employees Covered: 216

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not applicable	
New hires, experienced		
Union	\$26.19 to \$32.19	\$29.54
Non-union	\$15.00 to \$24.16	\$18.25
Three years with firm		
Union	\$28.29 to \$32.19	\$29.76
Non-union	\$19.00 to \$29.92	\$21.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	82%	0%	0%
Dental Insurance	82%	0%	0%
Vision Insurance	71%	0%	0%
Life Insurance	82%	0%	0%
Sick Leave	0%	0%	0%
Vacation	82%	0%	0%
Retirement Plan	76%	6%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Heavy Construction, except Highway
Highway and Street Construction

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small/Medium (400 – 560)

Gender ratio as reported by responding employers:
Male – 100%

OTHER INFORMATION

- Most responding employers (76%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (93%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 12% Graveyard – 12%
- Many responding employers (53%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/leadership skills, extensive knowledge of the equipment or the industry, and project planning skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Not applicable		

Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 61

SOURCE OF FILLED VACANCIES

Temporary, on call, or seasonal positions 60%
New positions 25%
Employees leaving 13%
Promotions 2%

PRIMARY RECRUITMENT METHODS

Union hall referrals 76%
Employee referrals 41%
Walk-in applicants 41%
Newspaper ads 18%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

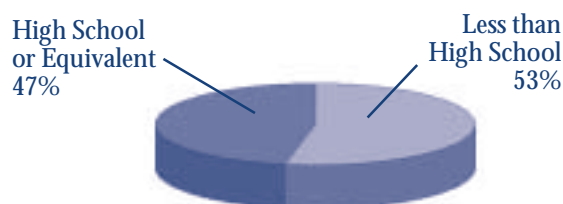
Required experience in this occupation ranges from 6 to 48 months or an average of 29 months. Most of these employers (71%) will accept apprenticeship training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 65% **PREFERRED – 12%** **NOT REQUIRED – 23%**

Required or preferred training ranges from 1 to 48 months or an average of 29 months. Training includes union apprenticeship program or safety training.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 17 responding employers, 1 seeks computer skills as follows:

- Spreadsheet

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to follow safe equipment operating practices
- Ability to operate a variety of equipment
- Basic construction skills
- Ability to read working drawings
- Ability to make routine equipment repairs
- Certified for special construction equipment
- Ability to read blueprints
- Basic math skills

PHYSICAL

- Ability to perform strenuous physically demanding work
- Good eye-hand coordination
- Ability to lift at least 50 lbs. repeatedly

PERSONAL OR OTHER

- Possession of a good DMV driving record
- Ability to work independently
- Possession of mechanical aptitude
- Ability to tolerate noise
- Ability to read and follow instructions
- Oral communication skills
- Willingness to work with close supervision
- Ability to write legibly

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 24% Remain Stable – 76% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 147 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 47-2073.00, 47-2073.02
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 220

Due to growth – 160

Due to separations – 60

Projected job growth rate for 7-year period:

40% (Much faster than average)

Average growth rate for all occupations – 17.3%

Order Clerks – Materials, Merchandise and Service

Employers Responded: 18 • Employees Covered: 162

Order Clerks – Materials, Merchandise, and Service receive and process incoming orders for materials, merchandise, or services such as repairs, installations, or rental of facilities. Additional duties include informing customers of receipt of order, prices, shipping dates, and delays, preparing contracts, and handling complaints. Does not include workers who dispatch as well as take orders for services.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.25 to \$10.00	\$8.00
New hires, experienced	\$8.00 to \$14.38	\$10.49
Three years with firm	\$9.00 to \$15.82	\$12.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	33%	67%	0%
Dental Insurance	17%	61%	17%
Vision Insurance	11%	22%	6%
Life Insurance	61%	22%	6%
Sick Leave	61%	6%	0%
Vacation	89%	6%	0%
Retirement Plan	44%	44%	6%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Manufacturing – Drugs
Air Transportation, Scheduled
Electrical Goods
Telephone Communications

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (1,380 – 1,640)

Gender ratio as reported by responding employers:
Female – 75% Male – 25%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (83%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/management skills, knowledge of product and company, accurate/quality work, organizational/multi-tasking skills, good math skills, and sales skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 63

SOURCE OF FILLED VACANCIES

Employees leaving 76%
Temporary, on call, or seasonal positions 12%
Promotions 6%
New positions 6%

PRIMARY RECRUITMENT METHODS

Newspaper ads 67%
Private employment agencies 61%
Employee referrals 56%

EMPLOYER REQUIREMENTS**EXPERIENCE**

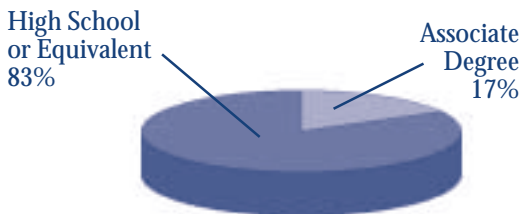
REQUIRED – 61% **PREFERRED – 33%** **NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 3 to 24 months or an average of 12 months. Other acceptable experience listed by responding employers includes customer service and data entry. Some of these employers (24%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 6%** **NOT REQUIRED – 94%**

Preferred training is 3 months of data entry.

MINIMUM LEVEL OF EDUCATION REQUIRED**DESIRED COMPUTER SOFTWARE SKILLS**

Out of 18 responding employers, 17 seek computer skills as follows:

- Word Processing (59%) • Spreadsheet (35%)
- Database (53%) • Desktop Publishing (6%)
- Other (29%) – Accounting programs and industry software.

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 43-4151.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- Ability to process orders for products or services
- Basic math skills
- Ability to use computer controlled processes
- Ability to accurately record and report information
- Ability to write effectively
- Telephone answering skills
- Alphabetic and numeric filing skills
- Understanding of inventory techniques

PHYSICAL

- Ability to sit continuously for 2 or more hours

PERSONAL OR OTHER

- Customer service skills
- Oral communication skills
- Ability to pay close attention to detail
- Ability to work independently
- Ability to read and follow instructions
- Ability to write legibly
- Ability to set work priorities
- Willingness to work with close supervision

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 11% Remain Stable – 83% Decline – 6%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projected job openings for 7-year period: 510
 Due to growth – 260
 Due to separations – 250

Projected job growth rate for 7-year period:
 18.8% (Average)
 Average growth rate for all occupations – 17.3%

Packaging and Filling Machine Operators and Tenders

Employers Responded: 15 • Employees Covered: 629

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.25 to \$10.00	\$8.21
New hires, experienced	\$6.75 to \$12.95	\$9.16
Three years with firm	\$7.40 to \$17.94	\$11.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	36%	64%	0%
Dental Insurance	43%	43%	7%
Vision Insurance	21%	21%	7%
Life Insurance	71%	14%	0%
Sick Leave	64%	7%	0%
Vacation	93%	7%	0%
Retirement Plan	43%	43%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Manufacturing – Drugs
Preserved Fruits and Vegetables
Plastics, Materials, and Synthetics
Miscellaneous Plastic Products, NEC
Personnel Supply Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium/Large (610 – 840)

Gender ratio as reported by responding employers:
Male – 74% Female – 26%

OTHER INFORMATION

- Almost all responding employers (93%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 40%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/leadership skills, technical/mechanical skills, product or process knowledge, efficiency, reliability and dependability, and ability to work well with others.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Not Applicable		
Inexperienced	○	○	●

Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

HIRED IN THE PAST 12 MONTHS: 84

SOURCE OF FILLED VACANCIES

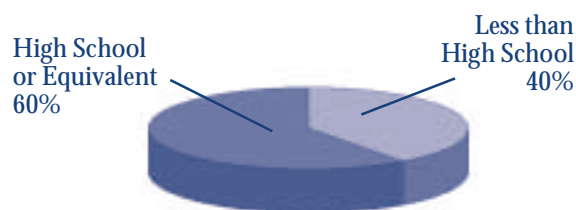
Employees leaving 77%
New positions 11%
Temporary, on call, or seasonal positions 8%
Promotions 4%

PRIMARY RECRUITMENT METHODS

Employee referrals 80%
Private employment agencies 47%
Walk-in applicants 47%
In-house promotions or transfers 40%
Newspaper ads 40%

EMPLOYER REQUIREMENTS**EXPERIENCE****REQUIRED – 0%****PREFERRED – 53%****NOT REQUIRED – 47%**

Preferred experience in this occupation ranges from 3 to 24 months or an average of 11 months. Other acceptable experience listed by responding employers includes in-house or industry related positions. Some of these employers (25%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**REQUIRED – 0%****PREFERRED – 0%****NOT REQUIRED – 100%****MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Out of 15 responding employers 2 seek computer skills as follows:

- ✎ Word Processing (50%)
- ✎ Spreadsheet (100%)
- ✎ Database (50%)

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- ✎ Ability to follow safe equipment operating practices
- ✎ Basic math skills

PHYSICAL

- ✎ Ability to stand continuously for 2 or more hours

PERSONAL OR OTHER

- ✎ Ability to follow oral instructions
- ✎ Ability to perform routine, repetitive work
- ✎ Oral communication skills
- ✎ Ability to read and follow instructions
- ✎ Ability to work independently
- ✎ Ability to write legibly
- ✎ Willingness to work under close supervision
- ✎ Possession of mechanical aptitude

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 27% Remain Stable – 66% Decline – 7%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006**

Projected job openings for 7-year period: 360
 Due to growth – 230
 Due to separations – 130

Projected job growth rate for 7-year period:
 37.7% (Much faster than average)
 Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- ✎ O*Net (<http://online.onetcenter.org>), SOC Code 51-9111.00
- ✎ U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Painters, Paperhangers – Construction and Maintenance

Employers Responded: 15 • Employees Covered: 148

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$10.00	\$8.25
New hires, experienced	\$9.00 to \$15.50	\$11.00
Three years with firm	\$10.00 to \$19.00	\$15.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	20%	20%	0%
Dental Insurance	7%	7%	0%
Vision Insurance	0%	7%	0%
Life Insurance	7%	7%	0%
Sick Leave	13%	0%	0%
Vacation	33%	0%	0%
Retirement Plan	0%	7%	0%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Painting and Paper Hanging
Residential Building Contractors
Masonry, Stonework, and Plastering

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (920 – 1,280)

Gender ratio as reported by responding employers:
Male – 99% Female – 1%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (84%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/leadership skills and dependability and reliability.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 60

SOURCE OF FILLED VACANCIES

Employees leaving 51%
New positions 37%
Temporary, on call, or seasonal positions 7%
Promotions 5%

PRIMARY RECRUITMENT METHODS

Employee referrals 93%
Walk-in applicants 53%
Newspaper ads 33%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 60%

PREFERRED – 33%

NOT REQUIRED – 7%

Required or preferred experience in this occupation ranges from 3 to 120 months or an average of 23 months. Other acceptable experience listed by responding employers includes positions in related trades. Some of these employers (36%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0%

PREFERRED – 0%

NOT REQUIRED – 100%

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
40%



Less than
High School
60%

DESIRED COMPUTER SOFTWARE SKILLS

None required.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Brush painting skills
- Knowledge of paints and related chemicals
- Roller painting skills
- Surface preparation skills
- Spray painting skills
- Basic math skills
- Drywall installation and repair skills

PHYSICAL

- Ability to work from ladders and scaffolds
- Ability to stand continuously for 2 or more hours
- Arm-hand steadiness
- Ability to lift at least 25 lbs. repeatedly
- Ability to tolerate dust and paint fumes
- Good eye-hand coordination
- Possession of good color perception

PERSONAL OR OTHER

- Ability to pay attention to detail
- Ability to read and follow instructions
- Possession of a reliable vehicle
- Willingness to work with close supervision
- Oral communication skills
- Ability to work independently
- Customer service skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 0% Remain Stable – 73% Decline – 27%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 148
- O*Net (<http://online.onetcenter.org>), SOC Code 47-2141.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 560
 Due to growth – 360
 Due to separations – 200

Projected job growth rate for 7-year period:
 39.1% (Much faster than average)
 Average growth rate for all occupations – 17.3%

Paralegal Personnel

Employers Responded: 19 • Employees Covered: 54

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$11.51 to \$22.37	\$15.00
New hires, experienced	\$12.00 to \$24.29	\$19.38
Three years with firm	\$19.18 to \$30.68	\$22.53

Other forms of compensation: Some responding employers (26%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	58%	21%	0%
Dental Insurance	26%	11%	0%
Vision Insurance	11%	5%	0%
Life Insurance	42%	16%	0%
Sick Leave	68%	5%	0%
Vacation	79%	5%	0%
Retirement Plan	42%	11%	11%
Child Care	0%	0%	5%

WHERE THE JOBS ARE

Legal Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (130 – 190)

Gender ratio as reported by responding employers:
Female – 93% Male – 7%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (91%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (47%) promote their employees to higher level positions.
- Qualification for career advancement:
Possession of law degree.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 15

SOURCE OF FILLED VACANCIES

Employees leaving 47%
New positions 40%
Promotions 13%

PRIMARY RECRUITMENT METHODS

Newspaper ads 79%
Employee referrals 53%
In-house promotions or transfers 21%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 58% **PREFERRED – 42%** **NOT REQUIRED – 0%**

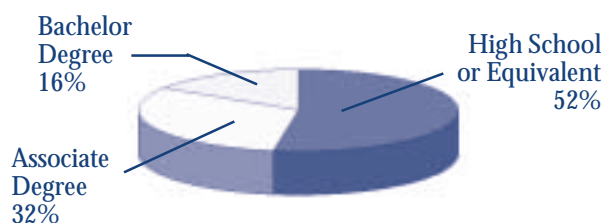
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 27 months. Other acceptable experience listed by responding employers includes legal secretary or legal assistant. Many of these employers (47%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 53% **PREFERRED – 26%** **NOT REQUIRED – 21%**

Required or preferred training ranges from 3 to 24 months or an average of 15 months. Training includes paralegal certification or legal assistant certification.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (26%)
- Database (37%) • Desktop Publishing (5%)
- Other (63%) – Legal Solutions, Westlaw, and legal research software.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to write effectively
- Ability to follow law office methods and procedures
- Problem solving skills
- Ability to apply the principles of confidentiality
- Ability to use computerized legal research databases
- Legal research skills
- Understanding of legal terms
- Ability to draft legal documents
- Record keeping skills
- Understanding of court proceedings
- Certified Legal Assistant (CLA)
- Ability to interview others for information
- Basic math skills
- Ability to organize and maintain a law library

PERSONAL OR OTHER

- Ability to meet deadlines
- Ability to pay close attention to detail
- Ability to think logically
- Ability to work independently
- Ability to work under pressure
- Oral communication skills
- Ability to read and comprehend information quickly
- Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 26% Remain Stable – 74% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 464
- O*Net (<http://online.onetcenter.org>), SOC Code 23-2011.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 70
 Due to growth – 60
 Due to separations – 10

Projected job growth rate for 7-year period:
 46.2% (Much faster than average)
 Average growth rate for all occupations – 17.3%

Pest Controllers and Pest Control Assistants

Employers Responded: 15 • Employees Covered: 171

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Wages	\$8.00 to \$9.00	\$8.53
Commission	None	
New hires, experienced		
Wages	\$8.55 to \$13.00	\$10.00
Commission	\$1.02 to \$9.62	\$6.00
Three years with firm		
Wages	\$8.55 to \$17.30	\$12.50
Commission	\$5.92 to \$14.38	\$8.55

Most responding employers (60%) reported that they pay commissions. Commissions listed above are based on the percentages and estimated average revenues reported by employers and are in addition to the base wage.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	20%	67%	0%
Dental Insurance	13%	20%	20%
Vision Insurance	7%	13%	13%
Life Insurance	13%	20%	0%
Sick Leave	60%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	20%	20%	13%
Child Care	0%	0%	7%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

WHERE THE JOBS ARE

Disinfecting and Pest Control Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (170 – 230)

Gender ratio as reported by responding employers:
Male – 89% Female – 11%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (96%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 7%
- Almost all responding employers (80%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Motivation and possession of Qualified Applicator License or Field Representative License.

HIRED IN THE PAST 12 MONTHS: 51

SOURCE OF FILLED VACANCIES

Employees leaving	47%
New positions	31%
Promotions	18%
Temporary, on call, or seasonal positions	4%

PRIMARY RECRUITMENT METHODS

Newspaper ads	73%
Employee referrals	53%
Walk-in applicants	47%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 7%

PREFERRED – 66%

NOT REQUIRED – 27%

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 10 months. Other acceptable experience listed by responding employers includes construction positions or customer service. Some of these employers (36%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 7%

PREFERRED – 60%

NOT REQUIRED – 33%

Required or preferred training ranges from 1 to 6 months or an average of 2 months to obtain a pest control certificate. Almost all employers (80%) reported that although training is not required prior to employment, they train new employees to qualify for certification.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
73%

Less than
High School
27%



LEGALLY MANDATED REQUIREMENTS

A Qualified Applicator Certificate is required by any person who uses federally restricted use pesticides or state restricted materials for any purpose or on any property other than that provided by the definition of private applicator. An applicant must pass the Laws and Regulations Examination and at least one of the pest control category examinations. A Qualified Applicator License is required of any person who supervises the pest control operations of a license Pest Control Business. – *California's Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 3 seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (33%)
- Database (33%)

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 37-201.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to implement safe work practices
- Possession of a Pest Control Applicator Certificate
- Problem solving skills
- Ability to apply principles of hazardous and toxic waste disposal
- Basic math skill
- Problem identification skills

PHYSICAL

- Ability to climb ladders
- Ability to lift at least 50 lbs. repeatedly
- Ability to tolerate dust and unpleasant odors
- Ability to climb to high places

PERSONAL OR OTHER

- Ability to read and follow instructions
- Ability to work independently
- Ability to write legibly
- Oral communication skills
- Possession of a good DMV driving record
- Public contact skills
- Written communication skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 60% Remain Stable – 40% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 90
 Due to growth – 60
 Due to separations – 30

Projected job growth rate for 7-year period:
 35.3% (Much faster than average)
 Average growth rate for all occupations – 17.3%

Pharmacists

Employers Responded: 16 • Employees Covered: 129

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$35.00 to \$42.25	\$38.50
New hires, experienced	\$26.96 to \$42.25	\$37.63
Three years with firm	\$35.00 to \$45.00	\$39.89

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	31%	0%
Dental Insurance	25%	19%	0%
Vision Insurance	25%	19%	0%
Life Insurance	19%	25%	0%
Sick Leave	50%	6%	0%
Vacation	63%	0%	0%
Retirement Plan	25%	19%	6%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Drug Stores and Proprietary Stores
Hospitals

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (350 – 390)

Gender ratio as reported by responding employers:
Male – 63% Female – 37%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Many employees (54%) work full-time, 40 hours per week weighted average. Some employees (33%) work part-time, 26 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 25%
Graveyard – 13%
- Some responding employers (25%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 21

SOURCE OF FILLED VACANCIES

Employees leaving 62%
Temporary, on call, or seasonal positions 24%
New positions 14%

PRIMARY RECRUITMENT METHODS

Employee referrals 50%
Newspaper ads 50%
Colleges/Universities 38%
Trade Journals 31%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 50%**PREFERRED – 25%****NOT REQUIRED – 25%**

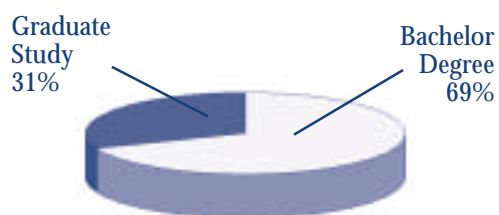
Required or preferred experience in this occupation ranges from 3 to 48 months or an average of 17 months. Few of these employers (less than 20%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 94%**PREFERRED – 0%****NOT REQUIRED – 6%**

Required training is 12 months. Training includes a 1,500 hour internship.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

Licensing requires graduation from a recognized college of pharmacy with a Bachelor of Science in pharmacy or equivalent, 1,500 hours of intern experience, and passing of the examination. — *California Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ☛ Word Processing (13%) ☛ Spreadsheet (6%)
- ☛ Database (13%)
- ☛ Other (94%) – Pharmacy software.

ADDITIONAL RESOURCES

- ☛ *Employment Development Department, California Labor Market Information* – Occupational Guide, No. 159 (www.calmis.ca.gov)
- ☛ *O*Net* (<http://online.onetcenter.org>), SOC Code 29-1051.00
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ☛ Ability to use computer applications in research
- ☛ Counseling skills
- ☛ Knowledge of over-the-counter medications
- ☛ Knowledge of disease process
- ☛ Product inspection skills
- ☛ Record keeping skills
- ☛ Supervisory skills
- ☛ Understanding of good diet and nutrition
- ☛ Understanding of health insurance
- ☛ Understanding of Medicare rules and regulations
- ☛ Understanding of inventory techniques
- ☛ Understanding of common illnesses

PHYSICAL

- ☛ Good vision
- ☛ Ability to perform precision work
- ☛ Ability to stand continuously for 2 or more hours

PERSONAL OR OTHER

- ☛ Understanding a variety of cultures
- ☛ Ability to work independently
- ☛ Customer service skills
- ☛ Public contact skills
- ☛ Oral communication skills
- ☛ Ability to write legibly

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 19% Remain Stable – 75% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 110
 Due to growth – 40
 Due to separations – 70

Projected job growth rate for 7-year period:
 11.4% (Slower than average)
 Average growth rate for all occupations – 17.3%

Printing Press Machine Operators and Tenders

Employers Responded: 17 • Employees Covered: 129

Printing Press Machine Operators and Tenders operate or tend various types of printing machines, such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$7.50	\$7.50
New hires, experienced	\$8.50 to \$20.01	\$12.00
Three years with firm	\$10.00 to \$23.50	\$16.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	35%	59%	0%
Dental Insurance	24%	24%	12%
Vision Insurance	18%	24%	6%
Life Insurance	41%	6%	6%
Sick Leave	65%	0%	0%
Vacation	94%	6%	0%
Retirement Plan	35%	29%	0%
Child Care	0%	12%	0%

WHERE THE JOBS ARE

Printing, Publishing and Allied Industries
Miscellaneous Plastic Products

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (190 – 250)

Gender ratio as reported by responding employers:
Male – 98% Female – 2%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (96%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 53%
Graveyard – 24%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills important for career advancement:
Ability to operate higher level presses, management or supervisory skills, quality oriented, and technical and mechanical aptitude.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 46

SOURCE OF FILLED VACANCIES

Promotions	35%
New positions	28%
Employees leaving	26%
Temporary, on call, or seasonal positions	11%

PRIMARY RECRUITMENT METHODS

Employee referrals	76%
Newspaper ads	76%
In-house promotions or transfers	53%
Walk-in applicants	41%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 76% **PREFERRED – 24%** **NOT REQUIRED – 0%**

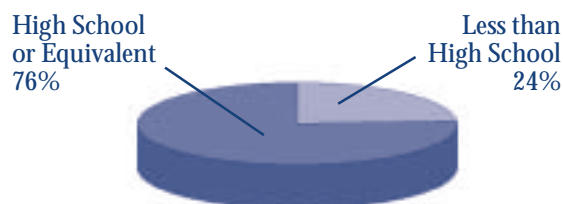
Required or preferred experience in this occupation ranges from 6 to 72 months or an average of 28 months. Many of these employers (59%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 12%** **NOT REQUIRED – 88%**

Preferred training ranges from 9 to 12 months or an average of 11 months. Training includes printing press operations.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 17 responding employers, 1 seeks computer skills as follows:

- Spreadsheet and ink formula program.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to operate multicolored presses
- Ability to use printing inks
- Offset printing skills
- Custom black and white printing skills
- Custom color printing skills
- Ability to monitor, inspect, and evaluate quality

PHYSICAL

- Possession of good color perception
- Ability to stand continuously for 2 or more hours
- Ability to perform precision work
- Near vision (may be corrective)
- Manual dexterity

PERSONAL OR OTHER

- Possession of mechanical aptitude
- Willingness to work under close supervision
- Ability to work independently
- Ability to work under pressure
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills
- Ability to perform routine, repetitive work

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 47% Remain Stable – 47% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 90

Due to growth – 60

Due to separations – 30

Projected job growth rate for 7-year period:

31.6% (Much faster than average)

Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 71 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 51-5023.09
- U.S. Department of Labor *Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Production Inspectors, Testers, Graders, Sorters, & Weighers

Employers Responded: 15 • Employees Covered: 87

Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.29 to \$8.51	\$6.90
New hires, experienced	\$6.50 to \$15.95	\$10.00
Three years with firm	\$8.00 to \$21.00	\$12.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	27%	73%	0%
Dental Insurance	33%	47%	13%
Vision Insurance	27%	20%	13%
Life Insurance	53%	33%	7%
Sick Leave	53%	7%	0%
Vacation	93%	7%	0%
Retirement Plan	20%	33%	7%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Electronic Components and Accessories
Miscellaneous Plastic Products, NEC
Miscellaneous Electrical Equipment & Supplies
Manufacturing – Drugs
Medical Instruments and Supplies

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Large (910 – 1,090)

Gender ratio as reported by responding employers:
Female – 60% Male – 40%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 60% Graveyard – 40%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills important for career advancement: Knowledge of product, supervisory skills, and writing skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 18

SOURCE OF FILLED VACANCIES

Employees leaving 56%
New positions 22%
Promotions 16%
Temporary, on call, or seasonal positions 6%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 67%
Newspaper ads 67%
Employee referrals 60%
Private employment agencies 40%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 66% **PREFERRED – 27%** **NOT REQUIRED – 7%**

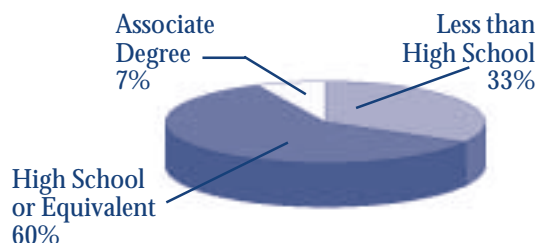
Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 16 months. Other acceptable experience listed by responding employers includes manufacturing or in-house positions. Few of these employers (14%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 7% **PREFERRED – 13%** **NOT REQUIRED – 80%**

Required or preferred training ranges from 3 to 12 months or an average of 7 months. Training includes blueprint reading or trade school courses.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 9 seek computer skills as follows:

- Word Processing (44%) • Spreadsheet (56%)
- Database (44%) • Desktop Publishing (0%)
- Other (33%) – Industry related programs.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Basic math skills
- Ability to operate inspection equipment
- Problem identification skills
- Ability to calculate weights and measurements
- Ability to use precision tools
- Ability to operate electric testing equipment
- Ability to read blueprints

PHYSICAL

- Good eye-hand coordination
- Ability to stand continuously for 2 or more hours
- Possession of good color perception
- Ability to tolerate noise and dust

PERSONAL OR OTHER

- Good judgment and decision making skills
- Ability to work independently
- Willingness to work nights and weekends
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 20% Remain Stable – 73% Decline – 7%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 340

Due to growth – 180

Due to separations – 160

Projected job growth rate for 7-year period:

19.8% (Faster than average)

Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- O*Net (<http://online.onetcenter.org>), SOC Code 51-9061.05
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

Quality Assurance Managers

Employers Responded: 16 • Employees Covered: 25

Quality Assurance Managers set up systems, processes and implement new programs. They manage/implement quality, reliability and product safety and administer ISO9000 activities. They are responsible for developing and administering Quality Control Programs, and ensure Quality Control Procedures and Policies are coordinated throughout the company. They are responsible for establishing testing policies and procedures for maintaining a program that will meet the Quality Control needs of the entire organization. They are also responsible for assessing compliance to regulatory and manufacturing specs.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$14.92 to \$26.85	\$21.18
New hires, experienced	\$13.25 to \$32.22	\$23.17
Three years with firm	\$23.01 to \$44.40	\$28.84

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	13%	88%	0%
Dental Insurance	13%	81%	6%
Vision Insurance	0%	56%	0%
Life Insurance	50%	50%	0%
Sick Leave	88%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	44%	50%	0%
Child Care	0%	6%	0%

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

WHERE THE JOBS ARE

Electronic Components and Accessories
Laboratory Apparatus and Analytical, Optical, Measuring, and Controlling Instruments
Industrial & Commercial Machinery & Computer Equipment
Research, Development, and Testing Services
Miscellaneous Plastic Products
Miscellaneous Manufacturing

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
None available

Gender ratio as reported by responding employers:
Male – 80% Female – 20%

OTHER INFORMATION

- ✦ Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- ✦ All employees work full-time, 42 hours per week weighted average.
- ✦ Shifts worked: Day – 100%
- ✦ Most responding employers (63%) promote their employees to higher level positions.
- ✦ Skills important for career advancement: Higher level management skills, knowledge of operations or product, and technical skills.

HIRED IN THE PAST 12 MONTHS: 2

SOURCE OF FILLED VACANCIES

Employees leaving 100%

PRIMARY RECRUITMENT METHODS

In-house promotions or transfers 69%
Newspaper ads 44%
Employee referrals 38%
Internet 38%
Other (Networking) 38%
Private employment agencies 38%

EMPLOYER REQUIREMENTS

EXPERIENCE

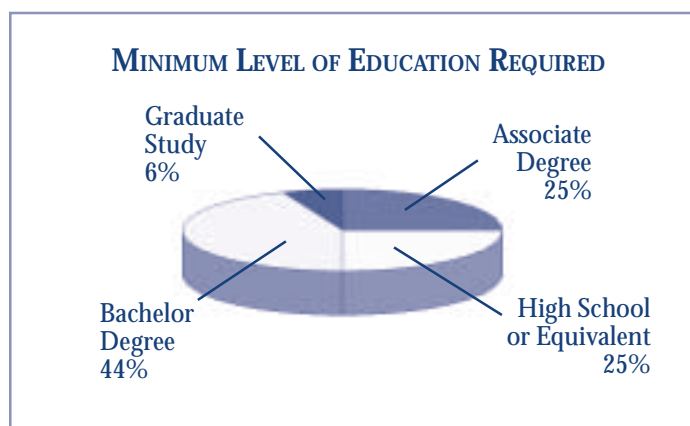
REQUIRED – 81% **PREFERRED – 19%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 33 months. Other acceptable experience listed by responding employers includes quality control positions, in-house positions, and industry related positions. Few of these employers (less than 20%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 6% **PREFERRED – 0%** **NOT REQUIRED – 94%**

One employer required 12 months of technical training.



DESIRED COMPUTER SOFTWARE SKILLS

Out of 16 responding employers, 15 seek computer skills as follows:

- ✎ Word Processing (87%) ✎ Spreadsheet (93%)
- ✎ Database (73%) ✎ Desktop Publishing (7%)
- ✎ Other (53%) – Industry related software and ISO9000.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to analyze data to solve problems
- ✎ Ability to apply complex rules and regulations
- ✎ Ability to apply safe storage techniques
- ✎ Ability to implement safe work practices
- ✎ Ability to judge product quality by standards
- ✎ Ability to manage an activity or department
- ✎ Ability to use computer controlled processes
- ✎ Knowledge of specific production processes
- ✎ Understanding of environmental controls and regulations

PERSONAL OR OTHER

- ✎ Ability to make decisions
- ✎ Ability to work under pressure
- ✎ Oral communication skills
- ✎ Organizational skills
- ✎ Ability to set work priorities
- ✎ Ability to meet deadlines

NEW SKILLS NEEDED AS REPORTED BY RESPONDING EMPLOYERS

- ✎ ISO9000 and ISO9001 proficiency or certification

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 19% Remain Stable – 81% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

ADDITIONAL RESOURCES

- ✎ U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

Recreation Workers

Employers Responded: 17 • Employees Covered: 613

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$7.04	\$6.33
New hires, experienced	\$6.25 to \$10.00	\$7.50
Three years with firm	\$7.00 to \$12.00	\$10.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	38%	0%	38%	6%	6%	6%
Dental Insurance	31%	0%	19%	0%	13%	0%
Vision Insurance	25%	0%	19%	6%	13%	0%
Life Insurance	31%	0%	19%	6%	6%	0%
Sick Leave	81%	0%	0%	6%	0%	0%
Vacation	81%	0%	0%	6%	0%	0%
Retirement Plan	25%	0%	25%	6%	13%	6%
Child Care	13%	6%	6%	0%	0%	0%

WHERE THE JOBS ARE

Individual and Family Services
Local Government
Social Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium (590 – 620)

Gender ratio as reported by responding employers:
Female – 52% Male – 48%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Many employees (50%) work seasonal, 30 hours per week weighted average. Some employees (37%) work part-time, 29 hours per week weighted average. Few employees (11%) work full-time, 39 hours per week weighted average. Few employees (2%) work temporary/on-call, 20 hours per week weighted average.
- Shifts worked: Day – 88% Swing – 29%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills important for career advancement: Organizational and supervisory skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	●	○	○

Demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Due to the temporary and seasonal nature of the work, demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 428

SOURCE OF FILLED VACANCIES

Temporary, on call, or seasonal positions 84%
Employees leaving 10%
New positions 5%
Promotions 2%

PRIMARY RECRUITMENT METHODS

Newspaper ads 71%
Employee referrals 59%
In-house promotions or transfers 53%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 35% **PREFERRED – 53%** **NOT REQUIRED – 12%**

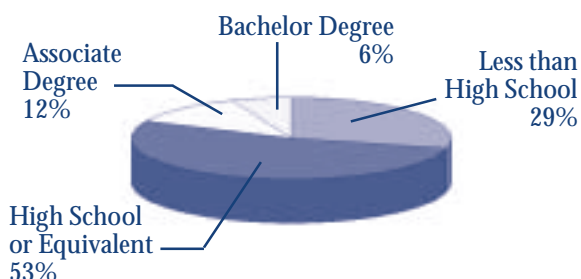
Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 9 months. Other acceptable experience listed by responding employers includes human services. Many of these employers (40%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 24% **PREFERRED – 0%** **NOT REQUIRED – 76%**

Required training ranges from 2 to 6 months or an average of 3 months. Training includes Activity Director certification.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 17 responding employers, 10 seek computer skills as follows:

- Word Processing (100%) • Spreadsheet (50%)
- Database (10%) • Desktop Publishing (30%)

Skills include Word, Excel, Adobe PageMaker, Photoshop, and Print Shop.

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 357, 2008* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 39-9032.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to apply teaching techniques
- Ability to plan and organize the work of others
- Artistic skills
- Ability to administer first aid
- Ability to apply principles of recreation
- Ability to accurately record and report information

PHYSICAL

- Good physical condition

PERSONAL OR OTHER

- Understanding of a variety of cultures
- Leadership skills
- Possession of a clean police record
- Ability to work independently
- Interpersonal skills
- Ability to exercise patience
- Ability to write legibly
- Oral communication skills
- Coordination skills
- Ability to motivate others
- Willingness to accept responsibility
- Ability to exercise good judgment

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 24% Remain Stable – 70% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 140

Due to growth – 30

Due to separations – 110

Projected job growth rate for 7-year period:

5.1% (Slower than average)

Average growth rate for all occupations – 17.3%

Registered Nurses

Employers Responded: 18 • Employees Covered: 1,615

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	*\$18.00 to \$24.00	\$21.29
New hires, experienced	*\$15.00 to \$25.00	\$21.50
Three years with firm	*\$16.00 to \$31.00	\$23.01

*Since not all employers hire employees at all levels of experience this can produce wages that are out of pattern.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	61%	33%	0%
Dental Insurance	28%	39%	6%
Vision Insurance	17%	22%	11%
Life Insurance	39%	28%	6%
Sick Leave	89%	0%	0%
Vacation	89%	0%	0%
Retirement Plan	17%	17%	0%
Child Care	0%	0%	0%
401K	11%	33%	22%

WHERE THE JOBS ARE

Hospitals
Offices and Clinics of Medical Doctors
Home Health Care Services

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (3,170–3,420)

Gender ratio as reported by responding employers:
Female – 90% Male – 10%

OTHER INFORMATION

- Almost all responding employers (83%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (62%) work full-time, 37 hours per week weighted average. Some employees (20%) work part-time, 21 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 44%
Graveyard – 44%
- Most responding employers (78%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory skills, continuing education units, management skills, administrative skills, and possession of specialized licensing or certification.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Due to turnover employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 338

SOURCE OF FILLED VACANCIES

Employees leaving 68%
Temporary, on call, or seasonal positions 16%
New positions 10%
Promotions 6%

PRIMARY RECRUITMENT METHODS

Newspaper ads 89%
Employee referrals 78%
Internet 39%

EMPLOYER REQUIREMENTS

EXPERIENCE

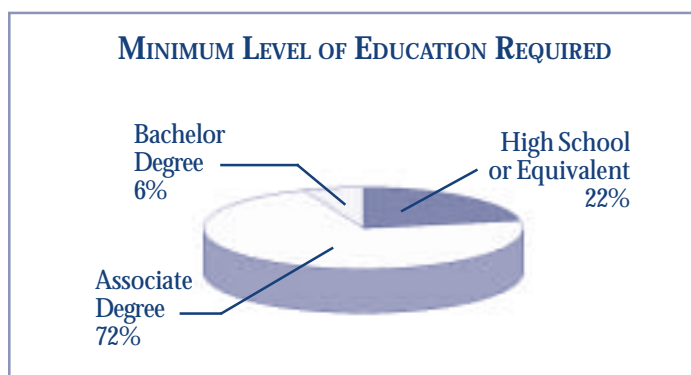
REQUIRED – 55%**PREFERRED – 39%****NOT REQUIRED – 6%**

Required or preferred experience in this occupation ranges from 3 to 36 months or an average of 14 months. Other acceptable experience listed by responding employers includes Medical Assistant and Licensed Vocational Nurse experience. Some of these employers (29%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 100%**PREFERRED – 0%****NOT REQUIRED – 0%**

Required training is 24 months. Training includes a Registered Nurse program. Out of 18 responding employers, 14 reported that required nursing programs were included in the required degrees reported below.



LEGALLY MANDATED REQUIREMENTS

Persons practicing nursing in hospitals, private practice, etc., as registered nurses must be licensed in California by the State Board of Registered Nursing. The licensing requirements are the completion of a board approved nursing program and a passing grade on the State Board examination. — *California Occupational Guide, No. 29; California Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 18 responding employers, 9 seek computer skills as follows:

- ☛ Word Processing (100%)
- ☛ Spreadsheet (22%)
- ☛ Database (22%)
- ☛ Desktop Publishing (0%)
- ☛ Other (33%) – Medical management programs.

ADDITIONAL RESOURCES

- ☛ *California Board of Registered Nurses* (www.rn.ca.gov)
- ☛ *California Nurses Association* (www.calnurse.org)
- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 29* (www.calmis.ca.gov)
- ☛ *O*Net* (<http://online.onetcenter.org>), SOC Code 29-111.00
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ☛ Ability to administer injections and medications
- ☛ Ability to chart medical data and prepare patient reports
- ☛ Ability to conduct patient assessments
- ☛ Ability to follow instructions precisely
- ☛ Ability to dress wounds
- ☛ Ability to follow medical safety and sanitation procedures
- ☛ Ability to understand and use medical terminology
- ☛ Knowledge of anatomy
- ☛ Ability to prepare patients for examinations and treatments
- ☛ Ability to advise patients on health maintenance and disease prevention
- ☛ Ability to perform routine medical tests
- ☛ Ability to apply transferring techniques to lift or move patients
- ☛ Ability to plan and organize the work of others
- ☛ Ability to assist in minor surgeries
- ☛ Intensive care treatment skills

PERSONAL OR OTHER

- ☛ Ability to work independently
- ☛ Ability to work under pressure
- ☛ Ability to handle crisis situations
- ☛ Ability to write legibly
- ☛ Caring and sympathetic
- ☛ Critical thinking skills
- ☛ Good listening skills
- ☛ Oral communication skills
- ☛ Positive attitude
- ☛ Judgment and decision making skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 33% Remain Stable – 61% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 620

Due to growth – 250

Due to separations – 370

Projected job growth rate for 7-year period:

7.9% (Slower than average)

Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Roofers

Employers Responded: 15 • Employees Covered: 164

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$10.00	\$8.00
New hires, experienced	\$10.00 to \$15.00	\$12.00
Three years with firm	\$11.51 to \$20.00	\$18.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	20%	27%	0%
Dental Insurance	7%	13%	0%
Vision Insurance	7%	7%	0%
Life Insurance	20%	7%	7%
Sick Leave	13%	0%	0%
Vacation	27%	0%	0%
Retirement Plan	13%	0%	0%
Child Care	0%	0%	0%
401K	7%	0%	0%

WHERE THE JOBS ARE

Construction – Special Trade Contractors – Roofing

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (310–420)

Gender ratio as reported by responding employers:
Male – 98% Female – 2%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (91%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory skills, management skills, reliability, estimating skills, knowledge of the business, and journeyman skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 30

SOURCE OF FILLED VACANCIES

New positions 60%
Employees leaving 23%
Promotions 10%
Temporary, on call, or seasonal positions 7%

PRIMARY RECRUITMENT METHODS

Employee referrals 87%
Walk-in applicants 53%
In-house promotions or transfers 27%
Newspaper ads 27%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 33% **PREFERRED – 60%** **NOT REQUIRED – 7%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 18 months. Other acceptable experience listed by responding employers includes construction positions. Some of these employers (29%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 7%** **NOT REQUIRED – 93%**

Out of 15 responding employers, 1 prefers 24 months of trade school or union apprenticeship training.

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
27%

Less than
High School
73%



DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 2 seek computer skills as follows:

- ☛ Word Processing (100%) ☛ Spreadsheet (50%)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ☛ Ability to install and repair roofing tiles
- ☛ Ability to apply composition roofing materials
- ☛ Ability to implement safe work practices
- ☛ Ability to install and repair shingles and shakes
- ☛ Possession of a valid driver's license
- ☛ Ability to apply asphalt felts and coatings
- ☛ Basic construction skills
- ☛ Carpentry skills
- ☛ Shop math skills
- ☛ Knowledge of tar and asphalt mixtures

PHYSICAL

- ☛ Ability to climb to high places
- ☛ Good physical condition
- ☛ Ability to tolerate heat
- ☛ Ability to tolerate dust and unpleasant odors

PERSONAL OR OTHER

- ☛ Oral communication skills
- ☛ Ability to work independently
- ☛ Ability to read and follow instructions
- ☛ Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 13% Remain Stable – 87% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 200

Due to growth – 110

Due to separations – 90

Projected job growth rate for 7-year period:

35.5% (Much faster than average)

Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- ☛ O*Net (<http://online.onetcenter.org>), SOC Code 47-2181.00
- ☛ U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Secondary School Teachers

Employers Responded: 16 • Employees Covered: 1,608

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$12.13 to \$24.04	\$16.49
Union	\$23.72 to \$34.33	\$27.65
New hires, experienced		
Non-union	\$15.01 to \$23.57	\$17.90
Union	\$25.68 to \$36.61	\$27.95
Three years with firm		
Non-Union	\$16.62 to \$25.71	\$20.27
Union	\$27.66 to \$41.15	\$30.81

Yearly salaries were converted to an hourly wage based on the number of months or days worked in a year and on the reported base hours per week.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	75%	25%	0%
Dental Insurance	56%	31%	0%
Vision Insurance	56%	25%	0%
Life Insurance	44%	13%	6%
Sick Leave	100%	0%	0%
Vacation	19%	0%	0%
Retirement Plan	25%	31%	6%
Child Care	6%	6%	0%
401K	0%	6%	25%

WHERE THE JOBS ARE

Secondary Schools

Out of 16 responding employers, 9 were private high schools.

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (2,680–3,370)

Gender ratio as reported by responding employers:
Female – 53% Male – 47%

OTHER INFORMATION

- Many responding employers (44%) reported that wages are subject to collective bargaining or union agreements.
- Many employees (50%) work full-time, 39 hours per week weighted average. Many employees (44%) work full-time 30 hours per week weighted average (five 6-hour classroom days). Most teachers also take continuing education courses, plan lessons, and check homework on their own time.
- Shifts worked: Day – 100%
- Almost all responding employers (88%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Administrative skills, possession of Administrative Services credential, leadership skills, and management skills/possession of management certificate.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 196

SOURCE OF FILLED VACANCIES

Employees leaving	74%
New positions	17%
Temporary, on call, or seasonal positions	5%
Promotions	4%

PRIMARY RECRUITMENT METHODS

Colleges/Universities	69%
Employee referrals	56%
Internet	56%
Walk-in applicants	44%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 12% **PREFERRED – 69%** **NOT REQUIRED – 19%**

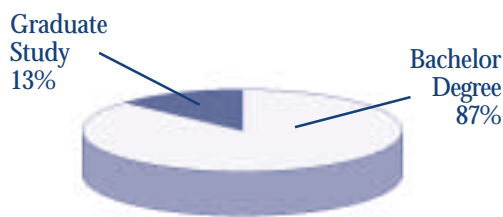
Required or preferred experience in this occupation ranges from 12 to 36 months or an average of 18 months. Many of these employers (54%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 19% **PREFERRED – 6%** **NOT REQUIRED – 75%**

Required or preferred training ranges from 3 to 12 months or an average of 10 months. Training includes units required for credential.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

The California Commission on Teacher Credentialing establishes the requirements for a Preliminary and Professional Credential to teach in California public classrooms. Once a preliminary credential has been earned, Secondary School Teachers have five years to complete requirements for the Professional Clear credential. California Secondary School Teachers need a separate Single Subject Credential for each subject they teach. See the following sources for details. – *California Occupational Guide No. 57; California Professional & Business License Handbook, August 1999*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 16 responding employers, 10 seek computer skills as follows:

- ✎ Word Processing (100%) ✎ Spreadsheet (20%)
- ✎ Database (30%) ✎ Desktop Publishing (20%)
- ✎ Other (20%) – Educational program and PowerPoint.

ADDITIONAL RESOURCES

- ✎ *California Commission on Teacher Credentialing* (www.ctc.ca.gov)
- ✎ *California Teachers Association* (www.cta.org)
- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 57* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Code 25-2031.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Ability to motivate students
- ✎ Ability to plan and organize teaching programs
- ✎ Classroom management, supervision, and discipline skills
- ✎ Problem solving skills
- ✎ Ability to write effectively
- ✎ Ability to use computers as a teaching tool
- ✎ Record keeping skills
- ✎ Ability to perform advanced mathematical computations
- ✎ Audiovisual teaching skills

PERSONAL OR OTHER

- ✎ Ability to work under pressure
- ✎ Interpersonal skills
- ✎ Oral communication skills
- ✎ Positive attitude
- ✎ Possession of a clean police record
- ✎ Ability to exercise patience
- ✎ Ability to work independently
- ✎ Imagination and creativity
- ✎ Understanding of a variety of cultures
- ✎ Ability to write legibly

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 31% Remain Stable – 63% Decline – 6%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 1,360
 Due to growth – 690
 Due to separations – 670

Projected job growth rate for 7-year period:
 25.7% (Faster than average)
 Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Special Education Teachers

Employers Responded: 16 • Employees Covered: 348

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Union	\$20.39 to \$33.13	\$25.05
Non-union	\$18.57 to \$26.16	\$22.37
New hires, experienced		
Union	\$23.68 to \$33.78	\$27.20
Non-union	\$21.43 to \$30.77	\$24.39
Three years with firm		
Union	\$25.66 to \$37.16	\$29.32
Non-Union	\$22.86 to \$38.46	\$29.27

Yearly salaries were converted to an hourly wage based on the number of months or days worked in a year and on the reported base hours per week

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	88%	6%	0%
Dental Insurance	88%	6%	0%
Vision Insurance	81%	6%	0%
Life Insurance	56%	0%	6%
Sick Leave	94%	0%	0%
Vacation	6%	0%	0%
Retirement Plan	44%	38%	0%
Child Care	0%	6%	0%
401K	0%	0%	6%

WHERE THE JOBS ARE

Elementary and Secondary Schools

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium (740–990)

Gender ratio as reported by responding employers:
Female – 86% Male – 14%

OTHER INFORMATION

- Almost all responding employers (81%) reported that wages are subject to collective bargaining or union agreements.
- Most employees (78%) work full-time, 39 hours per week weighted average and few employees work full-time, 32 hours per week weighted average. Few employees work part-time, 25 hours per week weighted average. Most teachers also take continuing education courses, plan lessons, and check homework on their own time.
- Shifts worked: Day – 100%
- Most responding employers (69%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Possession of Administrative Services credential and possession of management certificate.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 37

SOURCE OF FILLED VACANCIES

Employees leaving 84%
New positions 13%
Promotions 3%

PRIMARY RECRUITMENT METHODS

Colleges/Universities 94%
Internet 63%
Employee referrals 38%
Newspaper ads 38%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 25%**PREFERRED – 56%****NOT REQUIRED – 19%**

Required or preferred experience in this occupation ranges from 12 to 36 months or an average of 15 months. Other acceptable experience listed by responding employers includes other teacher positions. Many of these employers (54%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 31%**PREFERRED – 13%****NOT REQUIRED – 56%**

Required or preferred training ranges from 6 to 12 months or an average of 11 months. Training includes required units for Special Education Credential.

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

The California Commission on Teacher Credentialing establishes the requirements for a credential to teach special education in California public schools. Requirements are a bachelor's degree, Prerequisite Regular Teaching Credential, and Special Education Teacher Preparation Program, including Student Teaching. Special Education Teachers can specialize and obtain credentials in Learning, Severely, Communications, Visually Impaired, and Physically Handicapped. Special Education training consists of a fifth year of study after a bachelor's is earned.

DESIRED COMPUTER SOFTWARE SKILLS

Out of 16 responding employers, 12 seek computer skills as follows:

- ✎ Word Processing (100%)
- ✎ Spreadsheet (17%)
- ✎ Database (25%)
- ✎ Desktop Publishing (8%)
- ✎ Other (17%) – Education software.

ADDITIONAL RESOURCES

- ✎ California Commission on Teacher Credentialing (www.ctc.ca.gov)
- ✎ California Teachers Association (www.cta.org)
- ✎ Employment Development Department, California Labor Market Information – Occupational Guide, No. 110 (www.calmis.ca.gov)
- ✎ O*Net (<http://online.onetcenter.org>), SOC Codes 25-2041.00, 25-2042.00, 25-2043.00
- ✎ U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ Classroom management, supervision, and discipline skills
- ✎ Ability to work with communication-impaired students
- ✎ Ability to write effectively
- ✎ Knowledge of children with special needs
- ✎ Multi-cultural familiarity
- ✎ Record keeping skills
- ✎ Ability to motivate students
- ✎ Ability to use computers as a teaching tool
- ✎ Ability to administer emergency first aid
- ✎ Ability to apply hearing, language or speech theory
- ✎ Ability to evaluate and research communication disorders
- ✎ Ability to plan and organize training programs

PHYSICAL

- ✎ Emotional and physical stamina

PERSONAL OR OTHER

- ✎ Ability to work independently
- ✎ Ability to work under pressure
- ✎ Good listening skills
- ✎ Oral communication skills
- ✎ Positive attitude
- ✎ Ability to exercise patience with children
- ✎ Ability to handle crisis situations
- ✎ Imagination and creativity
- ✎ Possession of a clean police record
- ✎ Ability to write legibly

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 25% Remain Stable – 75% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 300

Due to growth – 250

Due to separations – 50

Projected job growth rate for 7-year period:

33.8% (Much faster than average)

Average growth rate for all occupations – 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Speech-Language Pathologists and Audiologists

Employers Responded: 17 • Employees Covered: 109

Speech-Language Pathologists and Audiologists examine and provide remedial services for persons with speech and hearing disorders and perform research related to speech and language problems.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Union	\$20.39 to \$31.44	\$25.00
Non-union	\$19.00 to \$20.45	\$19.18
New hires, experienced		
Union	\$23.68 to \$33.78	\$27.20
Non-union	\$18.75 to \$30.00	\$24.25
Three years with firm		
Union	\$25.66 to \$38.26	\$29.32
Non-Union	\$21.58 to \$35.00	\$27.25

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	65%	18%	0%
Dental Insurance	59%	24%	0%
Vision Insurance	59%	12%	0%
Life Insurance	41%	12%	6%
Sick Leave	82%	0%	0%
Vacation	24%	0%	0%
Retirement Plan	29%	35%	6%
Child Care	0%	6%	0%
401K	0%	0%	18%

WHERE THE JOBS ARE

Elementary and Secondary Schools
Hospitals
Offices of Audiologists

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (180–250)

Gender ratio as reported by responding employers:
Female – 95% Male – 5%

OTHER INFORMATION

- Many responding employers (53%) reported that wages are subject to collective bargaining or union agreements.
- Many employees (59%) work full-time, 39 hours per week weighted average. Some employees (23%) work part-time, 23 hours per week weighted average. Most teachers also take continuing education courses, plan lessons, and check homework on their own time.
- Shifts worked: Day 100%
- Many responding employers (47%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Administrative skills/Administrative Credential, management skills, continuing education units, and knowledge of current curriculum and programming skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 16

SOURCE OF FILLED VACANCIES

Employees leaving 56%
New positions 38%
Temporary, on call, or seasonal positions 6%

PRIMARY RECRUITMENT METHODS

Colleges/Universities 76%
Internet 65%
Employee referrals 47%
Newspaper ads 47%

EMPLOYER REQUIREMENTS**EXPERIENCE**

REQUIRED – 41% **PREFERRED – 47%** **NOT REQUIRED – 12%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 15 months. Many of these employers (40%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED - 35% **PREFERRED - 0%** **NOT REQUIRED - 65%**

Required training ranges from 12 to 24 months or an average of 22 months. Training includes semester units required for license and credential. Programs in communication disorders, required for licensing, are also included in the degrees reported below.

MINIMUM LEVEL OF EDUCATION REQUIRED**LEGALLY MANDATED REQUIREMENTS**

Individuals wishing to practice speech-language pathology or audiology in the state of California must obtain a license from the California Speech-Language Pathology and Audiology Board. See the following web site for current requirements. www.slpab.ca.gov/licensing/

DESIRED COMPUTER SOFTWARE SKILLS

Out of 17 responding employers, 13 seek computer skills as follows:

- ✎ Word Processing (100%) ✎ Spreadsheet (31%)
- ✎ Database (46%) ✎ Desktop Publishing (8%)
- ✎ Other (31%) – Educational software and PowerPoint.

ADDITIONAL RESOURCES

- ✎ *California Speech-Language-Hearing Association* (www.csha.org/)
- ✎ *California Speech-Language Pathology and Audiology Board* (www.slpab.ca.gov)
- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 453* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Codes 29-1127.00, 29-1121.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS**TECHNICAL**

- ✎ *Ability to apply hearing, language or speech theory*
- ✎ *Ability to effectively communicate diagnostic test results and proposed treatment*
- ✎ *Ability to evaluate, treat, and research communication disorders*
- ✎ *Record keeping skills*
- ✎ *Ability to plan and organize rehabilitative training programs*
- ✎ *Possession of State of California license*
- ✎ *Possession of Clinical-Rehabilitative Services Credential (CRSC)*
- ✎ *Ability to use computer applications to identify communication disabilities*

PERSONAL OR OTHER

- ✎ *Ability to concentrate*
- ✎ *Ability to pay attention to detail*
- ✎ *Ability to provide support to clients and their families*
- ✎ *Ability to work independently*
- ✎ *Good listening skills*
- ✎ *Positive attitude*
- ✎ *Ability to exercise patience*

PROJECTIONS**RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 35% Remain Stable – 65% Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006****Projected job openings for 7-year period: 90**

Due to growth – 70

Due to separations – 20

Projected job growth rate for 7-year period:

38.9% (Much faster than average)

Average growth rate for all occupations – 17.3%

Stock Clerks – Sales Floor

Employers Responded: 16 • Employees Covered: 192

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$8.00	\$6.75
New hires, experienced	\$6.00 to \$11.00	\$7.50
Three years with firm	\$7.25 to \$15.42	\$9.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	19%	0%	75%	31%	0%	0%
Dental Insurance	13%	0%	75%	31%	0%	0%
Vision Insurance	13%	0%	63%	31%	0%	0%
Life Insurance	25%	0%	50%	31%	6%	0%
Sick Leave	44%	19%	31%	13%	0%	0%
Vacation	63%	31%	31%	13%	0%	0%
Retirement Plan	13%	6%	63%	31%	0%	0%
Child Care	0%	0%	6%	13%	0%	0%

WHERE THE JOBS ARE

Grocery Stores
 Department Stores
 Retail Stores, not elsewhere classified
 Drug Stores and Proprietary Stores

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Very large (3,290 – 3,420)

Gender ratio as reported by responding employers:
 Male – 64% Female – 36%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Most employees (62%) work part-time, 25 hours per week weighted average. Some employees (38%) work full-time, 39 hours per week weighted average.
- Shifts worked: Day – 94% Swing – 63%
 Graveyard – 19%
- Almost all responding employers (88%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory and management skills, knowledge of product, and initiative.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Not applicable		
Inexperienced	○	●	○

Due to turnover, employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 87

SOURCE OF FILLED VACANCIES

Employees leaving 68%
 New positions 24%
 Promotions 8%

PRIMARY RECRUITMENT METHODS

Walk-in applicants 88%
 Employee referrals 69%
 Other (word of mouth, Job Fairs, posted signs) 50%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 0%

PREFERRED – 19%

NOT REQUIRED – 81%

Preferred experience in this occupation ranges from 3 to 6 months or an average of 5 months.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

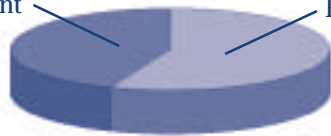
REQUIRED – 0%

PREFERRED – 0%

NOT REQUIRED – 100%

MINIMUM LEVEL OF EDUCATION REQUIRED

High School
or Equivalent
44%



Less than
High School
56%

DESIRED COMPUTER SOFTWARE SKILLS

None required.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to load and unload freight by hand
- Bondable
- Understanding of inventory control system

PHYSICAL

- Ability to climb ladders
- Ability to lift at least 50 lbs. repeatedly
- Ability to stand continuously for prolonged periods of time
- Manual dexterity
- Physical stamina

PERSONAL OR OTHER

- Ability to follow oral instructions
- Ability to follow safe work practices
- Ability to read and follow instructions
- Ability to work independently
- Ability to write legibly
- Basic math skills
- Customer service skills
- Willingness to work with close supervision

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 69% Remain Stable – 31% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 575 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 43-5081.01
- U.S. Department of Labor *Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 480

Due to growth – 130

Due to separations – 350

Projected job growth rate for 7-year period:

4% (Slower than average)

Average growth rate for all occupations – 17.3%

Teachers, Preschool

Employers Responded: 18 • Employees Covered: 230

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$12.00	\$8.00
New hires, experienced	\$7.50 to \$13.70	\$10.00
Three years with firm	\$8.00 to \$16.07	\$12.10

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	22%	67%	0%
Dental Insurance	17%	50%	6%
Vision Insurance	17%	22%	11%
Life Insurance	28%	28%	6%
Sick Leave	67%	6%	0%
Vacation	72%	6%	0%
Retirement Plan	11%	39%	6%
Child Care	6%	56%	0%

WHERE THE JOBS ARE

Child Day Care Services
Elementary and Secondary Schools

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Medium (650 – 740)

Gender ratio as reported by responding employers:
Female – 97% Male – 3%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (80%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (89%) promote their employees to higher level positions.
- Skills and qualification important for career advancement: Administrative skills, management or supervisory skills, possession of a teaching credential, and computer skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 67

SOURCE OF FILLED VACANCIES

New positions 51%
Employees leaving 36%
Promotions 13%

PRIMARY RECRUITMENT METHODS

Newspaper ads 72%
Employee referrals 61%
Colleges/Universities 56%

EMPLOYER REQUIREMENTS

EXPERIENCE

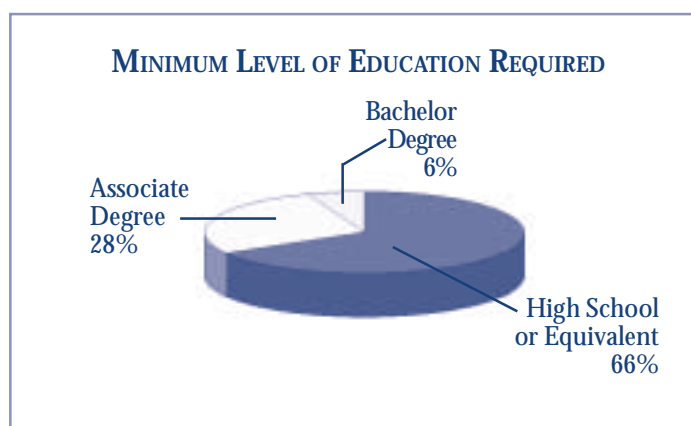
REQUIRED – 61% **PREFERRED – 39%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 12 months. Other acceptable experience listed by responding employers includes child care worker or teacher's aide. Some of these employers (33%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 100% **PREFERRED – 0%** **NOT REQUIRED – 0%**

Required training ranges from 6 to 24 months or an average of 15 months. Training includes Early Childhood Education units.



LEGALLY MANDATED REQUIREMENTS

Preschool teachers employed in the public school system must possess one of three instructional permits issued by the Commission on Teacher Credentialing. *See Occupational Outlook Guide, No. 275, for details.*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 18 responding employers, 2 seek computer skills as follows:

- Word Processing (100%)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Oral reading skills
- Artistic skills
- Musical skills
- Basic math skills
- Ability to apply principles of recreation
- Classroom management skills
- Record keeping skills
- Ability to write effectively
- Problem solving skills
- Social perceptiveness skills
- Ability to administer first aid
- Possession of Early Childhood Development Certificate

PERSONAL OR OTHER

- Understanding a variety of cultures
- Possession of a clean police record
- Oral communication skills
- Ability to work independently
- Willingness to work with close supervision
- Ability to manage unexpected situations
- Ability to work under pressure
- Ability to exercise patience

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 50% Remain Stable – 50% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 190
 Due to growth – 90
 Due to separations – 100

Projected job growth rate for 7-year period:
 13.8% (Slower than average)
 Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 275 (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 25-2011.00
- U.S. Department of Labor *Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Technical Writers

Employers Responded: 20 • Employees Covered: 83

Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$11.03 to \$19.18	\$16.54
New hires, experienced	\$11.99 to \$27.40	\$21.58
Three years with firm	\$16.00 to \$30.14	\$23.97

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	32%	63%	0%
Dental Insurance	32%	58%	11%
Vision Insurance	26%	42%	5%
Life Insurance	53%	37%	0%
Sick Leave	95%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	26%	58%	5%
Child Care	0%	5%	0%

WHERE THE JOBS ARE

Federal Government
 Engineering & Architectural Services
 Computer and Data Processing Services
 Drugs
 Management and Public Relations

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Small (160 – 180)

Gender ratio as reported by responding employers:
 Male – 55% Female – 45%

OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (94%) work full-time, 40 hours per week weighted average. Few employees (6%) work temporary/on-call, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (55%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, technical and product knowledge, and ability to gather and edit material.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Due to turnover, demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 18

SOURCE OF FILLED VACANCIES

Employees leaving 44%
 New positions 28%
 Temporary, on call, or seasonal positions 28%

PRIMARY RECRUITMENT METHODS

Internet 70%
 Employee referrals 55%
 In-house promotions or transfers 55%
 Newspaper ads 55%
 Private Employment Agencies 20%

EMPLOYER REQUIREMENTS

EXPERIENCE

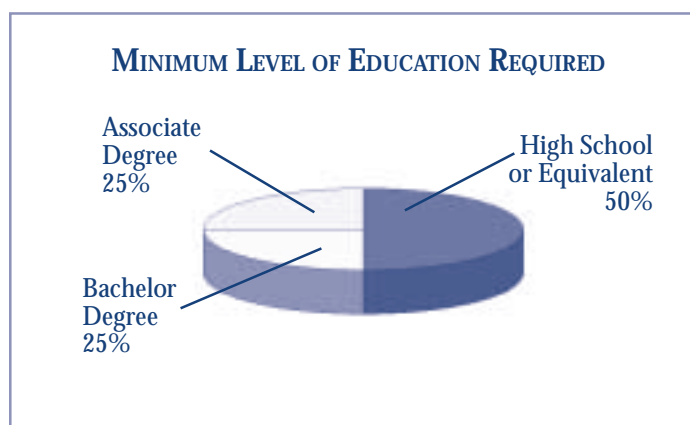
REQUIRED – 80%**PREFERRED – 10%****NOT REQUIRED – 10%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 24 months. Other acceptable experience listed by responding employers includes English composition and writing, industry related positions, and graphic artist. Some of these employers (28%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 25%**PREFERRED – 20%****NOT REQUIRED – 55%**

Required or preferred training ranges from 3 to 12 months or an average of 9 months. Training includes desktop publishing, word processing, or course work in Journalism.



DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- ✎ Word Processing (95%)
- ✎ Spreadsheet (35%)
- ✎ Database (40%)
- ✎ Desktop Publishing (75%)
- ✎ Other (60%)

Skills include Word, Photoshop, Excel, PageMaker, MS Publisher, Corel Draw, Framemaker, Illustrator, Filemaker Pro, and PowerPoint.

ADDITIONAL RESOURCES

- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 138, 2007* (www.calmis.ca.gov)
- ✎ *O*Net* (<http://online.onetcenter.org>), SOC Code 27-3042.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- ✎ *Ability to write and use job specifications for technical jobs*
- ✎ *Proofreading skills*
- ✎ *Ability to read working drawings*
- ✎ *Ability to write detailed technical instructions*
- ✎ *Ability to use graphic software*
- ✎ *Ability to use desktop publishing software*
- ✎ *Understanding of scientific terms*
- ✎ *English grammar, spelling, and punctuation skills*
- ✎ *Ability to demonstrate knowledge of specific products*

PHYSICAL

- ✎ *Ability to concentrate for long periods of time*
- ✎ *Ability to sit continuously for 2 or more hours*
- ✎ *Near vision (can be corrective)*

PERSONAL OR OTHER

- ✎ *Ability to meet deadlines*
- ✎ *Ability to work independently*
- ✎ *Ability to think logically*
- ✎ *Basic math skills*
- ✎ *Ability to write legibly*
- ✎ *Oral communication skills*
- ✎ *Strong organizational skills*
- ✎ *Information gathering skills*

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 25% Remain Stable – 75% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 50

Due to growth – 20

Due to separations – 30

Projected job growth rate for 7-year period:

12.5% (Slower than average)

Average growth rate for all occupations – 17.3%

Telecommunications Technicians

Employers Responded: 15 • Employees Covered: 91

Telecommunications Technicians provide for day-to-day operations and technical oversight of assigned telecommunications systems, services and facilities. They perform a range of telecommunication technical support functions. They trouble shoot systems, and may analyze and evaluate technological changes and innovations, or determine feasibility or emerging technologies.

Note: See page 12 for an explanation of Non-OES occupations.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$9.59 to \$10.50	\$10.00
New hires, experienced	\$10.00 to \$23.97	\$14.56
Three years with firm	\$12.00 to \$26.85	\$17.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	40%	53%	0%
Dental Insurance	33%	40%	7%
Vision Insurance	20%	20%	7%
Life Insurance	53%	20%	0%
Sick Leave	73%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	20%	0%	7%
Child Care	0%	0%	7%
401K	27%	47%	13%

WHERE THE JOBS ARE

Telecommunication Equipment Installation
 Communications – Telephone, Radio and
 Television Broadcasting, and Cable
 Cable and Television Services
 Computer Related Services
 Manufacturing – Communications Equipment

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Data is not solid enough to provide estimates of total employment.

Gender ratio as reported by responding employers:
 Male – 86% Female – 14%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (91%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 20%
- Almost all responding employers (80%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Management skills, motivation, ability to keep up with technology, engineering skills, product knowledge, and supervisory skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

Due to turnover and growth, employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 25

SOURCE OF FILLED VACANCIES

Employees leaving 68%
 New positions 20%
 Promotions 12%

PRIMARY RECRUITMENT METHODS

Employee referrals 67%
 Newspaper ads 53%
 In-house promotions or transfers 40%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 80% **PREFERRED – 20%** **NOT REQUIRED – 0%**

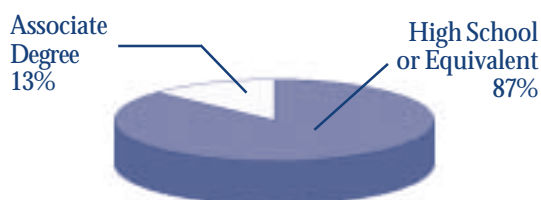
Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 24 months. Other acceptable experience listed by responding employers includes other in-house, cable or telephone service positions. Many of these employers (53%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 20% **PREFERRED – 40%** **NOT REQUIRED – 40%**

Required or preferred training ranges from 3 to 24 months or an average of 13 months. Training includes telecommunications programs, electronic courses, or computer networking programs.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 13 seek computer skills as follows:

- Word Processing (69%) • Spreadsheet (46%)
- Database (23%) • Desktop Publishing (15%)
- Other (31%) – Industry related programs.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Knowledge of ground based and wireless communication systems
- Knowledge of telecommunication standards
- Understanding of analog and digital circuits
- Ability to troubleshoot and repair data and voice communications systems
- Knowledge of electrical and electronic equipment
- Ability to understand and create technical documents
- Knowledge of digital data communications
- Possession of telecommunications certification
- Knowledge of fiber optics
- Knowledge of local area networks (LAN)

PERSONAL OR OTHER

- Ability to communicate effectively
- Ability to work as a team
- Ability to work independently
- Ability to work under pressure
- Detail oriented
- Interpersonal skills
- Multi-tasking skills
- Time management skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 20% Remain Stable – 80% Decline – 0%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 2005A (www.calmis.ca.gov)
- O*Net (<http://online.onetcenter.org>), SOC Code 49-2022.00
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

Tool and Die Makers

Employers Responded: 15 • Employees Covered: 66

Tool and Die Makers analyze a variety of specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinist's hand tools. Includes paper die makers and die sinkers, but does not include die setters.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.50 to \$9.59	\$8.05
New hires, experienced	\$7.50 to \$25.00	\$15.00
Three years with firm	\$10.00 to \$28.77	\$20.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	53%	33%	0%
Dental Insurance	40%	20%	0%
Vision Insurance	27%	20%	0%
Life Insurance	27%	0%	0%
Sick Leave	33%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	27%	27%	7%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Miscellaneous Plastic Products
Metalworking Machinery
General Industrial Machinery
Aircraft and Parts

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Small (200 – 280)

Gender ratio as reported by responding employers:
Male – 94% Female – 6%

OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (91%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 20%
- Many responding employers (47%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, technical and mechanical comprehension, and engineering skills.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Due to turnover, demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 14

SOURCE OF FILLED VACANCIES

Employees leaving 71%
New positions 29%

PRIMARY RECRUITMENT METHODS

Employee referrals 80%
Newspaper ads 60%
Walk-in applicants 40%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 73% **PREFERRED – 27%** **NOT REQUIRED – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 33 months. Other acceptable experience listed by responding employers includes machinist. Some of these employers (27%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 27% **PREFERRED – 27%** **NOT REQUIRED – 46%**

Required or preferred training ranges from 6 to 36 months or an average of 17 months. Training includes machine shop, apprenticeship programs, and drafting.

MINIMUM LEVEL OF EDUCATION REQUIRED



DESIRED COMPUTER SOFTWARE SKILLS

Out of 15 responding employers, 6 seek computer skills as follows:

- Spreadsheet (17%)
- Other (83%) – AutoCAD and MasterCAM.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to operate numerically controlled (NC) machines
- Ability to follow safe equipment operating practices
- Ability to read blueprints
- Shop math skills
- Knowledge of metallurgy and the properties of metals

PHYSICAL

- Good eye-hand coordination
- Ability to lift at least 50 lbs. repeatedly
- Ability to stand for prolonged periods of time
- Ability to perform precision work

PERSONAL OR OTHER

- Ability to provide own hand tools
- Willingness to work with close supervision
- Ability to work independently
- Ability to exercise patience
- Ability to pay attention to detail
- Ability to read and follow instructions
- Oral communication skills
- Ability to write legibly

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 27% Remain Stable – 73% Decline – 0%

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 110

Due to growth – 80

Due to separations – 30

Projected job growth rate for 7-year period:

40% (Much faster than average)

Average growth rate for all occupations – 17.3%

ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 15 (www.calmis.ca.gov)
- U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition (<http://www.bls.gov/oco>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 202

Truck Drivers, Light – including Delivery & Route Workers

Employers Responded: 16 • Employees Covered: 78

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$10.00	\$8.00
New hires, experienced	\$7.00 to \$13.00	\$8.00
Three years with firm	\$8.75 to \$14.76	\$11.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	13%	50%	0%
Dental Insurance	13%	44%	6%
Vision Insurance	6%	25%	6%
Life Insurance	13%	31%	0%
Sick Leave	38%	19%	6%
Vacation	56%	6%	6%
Retirement Plan	6%	38%	6%
Child Care	0%	0%	0%

WHERE THE JOBS ARE

Trucking and Courier Services, except Air
Air Transportation, Scheduled
Automotive Services, except Repair
Eating and Drinking Places

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
Very large (2,160 – 2,710)

Gender ratio as reported by responding employers:
Male – 86% Female – 14%

OTHER INFORMATION

- ✦ Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- ✦ Almost all employees (81%) work full-time, 41 hours per week weighted average.
- ✦ Shifts worked: Day – 100% Swing – 19%
- ✦ Most responding employers (69%) promote their employees to higher level positions.
- ✦ Skills important for career advancement: Supervisory skills, computer skills, good customer service skills, and product knowledge.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Insufficient data		
Inexperienced	●	○	○

Due to turnover, demand is considerably greater than the supply of qualified inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

HIRED IN THE PAST 12 MONTHS: 38

SOURCE OF FILLED VACANCIES

Employees leaving 84%
New positions 8%
Temporary, on call, or seasonal positions 5%
Promotions 3%

PRIMARY RECRUITMENT METHODS

Employee referrals 81%
Newspaper ads 69%
Walk-in applicants 63%

EMPLOYER REQUIREMENTS

EXPERIENCE

REQUIRED – 43% **PREFERRED – 19%** **NOT REQUIRED – 38%**

Required or preferred experience in this occupation ranges from 6 to 12 months or an average of 9 months.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 0% **PREFERRED – 0%** **NOT REQUIRED – 100%**

MINIMUM LEVEL OF EDUCATION REQUIRED



LEGALLY MANDATED REQUIREMENTS

Job applicants must have a valid driver's license and a good driving record.

DESIRED COMPUTER SOFTWARE SKILLS

None reported.

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Ability to load and unload freight
- Ability to read invoices
- Knowledge of local streets
- Map reading skills
- Record keeping skills

PHYSICAL

- Ability to lift at least 75 lbs. repeatedly
- Ability to pass a pre-employment medical examination
- Ability to perform strenuous, physically demanding work
- Possession of agility and coordination

PERSONAL OR OTHER

- Ability to deal tactfully with customers
- Ability to read and follow instructions
- Ability to work independently
- Ability to work under pressure
- Ability to write legibly
- Basic math skills
- Good grooming skills
- Organizational skills
- Oral communication skills
- Possession of a good DMV driving record
- Reliability and honesty
- Willingness to work early mornings, weekends
- Willingness to work overtime

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 31% Remain Stable – 69% Decline – 0%

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 563* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Code 43-4151.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 790

Due to growth – 550

Due to separations – 240

Projected job growth rate for 7-year period:

25.5% (Faster than average)

Average growth rate for all occupations – 17.3%

Welders and Cutters

Employers Responded: 19 • Employees Covered: 87

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships; or join together components of fabricated sheet metal assemblies; or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$12.30	\$8.00
New hires, experienced	\$8.50 to \$18.00	\$12.00
Three years with firm	\$10.00 to \$25.00	\$15.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	42%	26%	0%
Dental Insurance	32%	21%	0%
Vision Insurance	26%	21%	0%
Life Insurance	21%	16%	0%
Sick Leave	21%	0%	0%
Vacation	84%	0%	0%
Retirement Plan	16%	0%	0%
Child Care	5%	0%	0%
401K	37%	11%	5%

WHERE THE JOBS ARE

Non-ferrous Foundries
 Personnel Supply Services
 Welding Repair Shops
 Miscellaneous Special Trade Contractors
 Fabricated Structural Metal Products

SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:
 Small/Medium (390–480)

Gender ratio as reported by responding employers:
 Male – 100%

OTHER INFORMATION

- Almost all responding employer (89%) reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 16%
- Many responding employers (42%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory skills and up-to-date knowledge of the trade.

SUPPLY AND DEMAND

DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.

Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

HIRED IN THE PAST 12 MONTHS: 16

SOURCE OF FILLED VACANCIES

Employees leaving 50%
 New positions 44%
 Promotions 6%

PRIMARY RECRUITMENT METHODS

Walk-in applicants 74%
 Employee referrals 53%
 Newspaper ads 47%

EMPLOYER REQUIREMENTS

EXPERIENCE

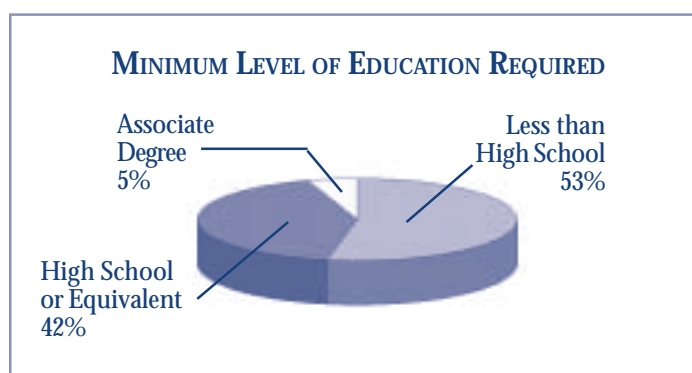
REQUIRED – 84% **PREFERRED – 5%** **NOT REQUIRED – 11%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 26 months. Other acceptable experience listed by responding employers includes machinist or mechanic positions. Many of these employers (53%) will accept training as a substitute for experience.

TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

REQUIRED – 5% **PREFERRED – 63%** **NOT REQUIRED – 32%**

Required or preferred training ranges from 1 to 12 months or an average of 9 months. Training includes welding or welding certificate programs.



LEGALLY MANDATED REQUIREMENTS

Welders must be certified for jobs in which failure of welds can be dangerous. To be certified, welders must pass qualification tests given by some employers, trade associations, and government agencies. – *California Occupational Guide, No. 84*

DESIRED COMPUTER SOFTWARE SKILLS

Out of 19 responding employers, 1 seeks computer skills as follows:

- Computer Aided Design (CAD).

IMPORTANT JOB QUALIFICATIONS AND SKILLS

TECHNICAL

- Arc welding skills
- Ability to read working drawings
- Shop math skills
- Ability to pass a work performance test
- Ability to read blueprints
- Gas welding skills
- Ability to use precision tools

PHYSICAL

- Good eye-hand coordination
- Possession of good eye sight
- Manual dexterity

PERSONAL OR OTHER

- Ability to pay attention to detail
- Ability to work independently
- Possession of mechanical aptitude
- Willingness to work overtime
- Willingness to work with close supervision
- Oral communication skills

PROJECTIONS

RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 26% Remain Stable – 74% Decline – 0%

ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 84* (www.calmis.ca.gov)
- *O*Net* (<http://online.onetcenter.org>), SOC Codes 51-4121.00, 51-4121.01, 51-4121.02, 51-4121.03
- *U.S. Department of Labor Occupational Outlook Handbook, 2002–2003 edition* (<http://www.bls.gov/oco>)

EMPLOYMENT DEVELOPMENT DEPARTMENT
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 170

Due to growth – 90

Due to separations – 80

Projected job growth rate for 7-year period:

23.1% (Faster than average)

Average growth rate for all occupations – 17.3%

ON-LINE LABOR MARKET INFORMATION

EMPLOYMENT DEVELOPMENT DEPARTMENT LABOR MARKET INFORMATION DIVISION'S
INTERNET HOME PAGE PROVIDES ACCESS TO OVER 1,000 DATA FILES.



• www.calmis.ca.gov

Occupational Outlook Reports
are available for all counties from the
Occupational Outlook Reports section of the web site.

Training Provider Directory

Your source for occupational training information

VENTURA COUNTY

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*This directory was developed to
assist local employment*

*training personnel, job seekers,
career counselors, and
employers to identify available
training resources in Ventura*

County.

The directory has updated programs
and courses and current informa-
tion on schools providing occupa-
tional training in Ventura County.

DIRECTORY INFORMATION

Training providers are listed by
school type with the following
information:

- School name and address
- School phone and fax number
- Website
- Accreditation
- Degrees and/or certification offered
- Programs offered

CTEP DATABASE

*Almost all training providers in this
directory will be included in the
updated California Training &
Education Providers (CTEP)
database.*

Did you know...?

The California Training & Education
Providers (CTEP) can be accessed via the
California Career Resource Center
(CalCRN) web site — [www.soicc.ca.gov/
ctep](http://www.soicc.ca.gov/ctep)

The CTEP is easy to use. It is designed to
provide point-and-click access to connect
the user to over 2,600 profiles. It allows
search by occupational title, training
program, type of school, geographic
region, and by custom search criteria. This
version also provides Internet links to
schools, school map directions, and
regional transit web pages. CTEP uses
Classification of Programs (CIP) codes. An
updated CIP taxonomy is expected in the
fall of 2003.

Listing of training providers in this publication does not constitute approval by Workforce Administration to provide vocational training as a Workforce Investment Act (WIA) Eligible Training Provider. The County of Ventura accepts no responsibility or liability for the accuracy of training program information. The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.



UNIVERSITIES

Graduate & Professional Schools

AZUSA PACIFIC UNIVERSITY

5740 Ralston Ave., Suite 100, Ventura, CA 93003

PHONE: Main (805) 677-5825, Admission (800) 825-5278

FAX: (805) 649-2804

WEBSITE: www.apu.edu

ACCREDITATION: California Commission on Teacher Credentials, Western Association of Schools and Colleges

OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree, Doctorate



PROGRAMS

- *Applied Management (B.S.)*
- *Cross-cultural Language and Academic Development (CLAD) – Certificate*
- *Educational Leadership (Doctorate of Education)*
- *Education – Teaching, Educational Technology (B.A., M.A.)*
- *Education Technology (M.A.)*
- *Education – Physical Education, Special Education (M.A.)*
- *Education – School Administration, Pupil Personnel Services (M.A.)*
- *Human Development (B.A.)*
- *Library Media Teacher Credential*
- *Teaching Credential – Single-Subject, Multiple-Subject, Preliminary and Professional Administrative Services, Special Education – Mild/Moderate Disabilities Specialist*

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS (CSUCI)

One University Drive, Administration Bldg., Camarillo, CA 93012-8584

PHONE: Main (805) 437-8451, Admission (805) 437-8400

FAX: Main (805) 437-8424, Admission (805) 437-8424

WEBSITE: www.csuci.edu

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Bachelor's degree, Master's degree, Doctorate



PROGRAMS

- *Art*
- *Biology*
- *Business*
- *Computer Science*
- *English*
- *Environmental Science and Resource Management*
- *Liberal Studies*
- *Mathematics*
- *Multiple-Subject Credential Program*

CALIFORNIA LUTHERAN UNIVERSITY

60 West Olsen Road #1350, Thousand Oaks, CA 91360

PHONE: Main (805) 493-3135, Admission (800) 252-5884

FAX: (805) 493-3114

WEBSITE: www.clunet.edu

ACCREDITATION: Accrediting Commission for Senior Colleges and Universities, California Commission on Teacher Credentials, Western Association of Schools and Colleges

OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree (undergraduate and graduate), Doctorate



PROGRAMS

- Accounting
- Art – Applied Arts, Design, Art History, Art Education
- Biochemistry & Molecular Biology
- Biological Science – Pre-Med, Pre-Dental, Pre-Veterinary, Marine Biology, Ecology, Genetics, Botany, Physiology
- Business Administration – Finance, Management, Marketing, International Business, Small Business Entrepreneurship, Information Technology
- Chemistry
- Communication
- Computer Information Systems
- Computer Science
- Criminal Justice
- Drama – Performance, Technical Theatre, Generalist/Education
- Economics
- Education – Curriculum and Instruction, Teacher Preparation, Education Administration, Counseling and Guidance, Special Education
- Education Leadership (Doctorate)
- English
- Exercise Science and Sports
- Foreign Languages
- Geology
- History
- Interdisciplinary Studies
- International Studies
- Kinesiology – Teaching, Corporate Physical Fitness, Recreation
- Liberal Studies
- Marketing Communication
- Mathematics
- Multimedia
- Music
- Philosophy
- Physics
- Political Science
- Pre-Law
- Pre-Seminary
- Pre-Physical Therapy
- Psychology – Family & Child Development, Public Policy, Law & Criminal Behavior, Business/Organizational Psychology, Business/Marketing, BioPsychology
- Religion
- Social Sciences
- Sociology
- Sports Medicine – Athletic Training, Pre-Physical Therapy

CALIFORNIA STATE UNIVERSITY NORTHRIDGE (CSUN) AT CHANNEL ISLANDS

One University Drive, Camarillo, CA 93012-8584

PHONE: Main (805)437-8500, Admission (805) 437-8510

FAX: Main (805) 437-8509, Admission (805) 437-8529

WEBSITE: www.ci.csun.edu

ACCREDITATION: American Assembly of Collegiate Schools of Business, California Commission on Teacher Credential, Counsel for Accreditation of Counseling and Related Programs, National Council for Accreditation of Teacher Education, Western Association of Schools and Colleges

OFFERED: Certificate, Bachelor's degree, Master's degree



ACCOUNTANTS



PROGRAMS

- ✦ *Accountancy (B.S.)*
- ✦ *Business Administration (B.S.)*
- ✦ *Child Development (B.A.)*
- ✦ *Counseling – MFCC option (M.S.)*
- ✦ *Cross-cultural Language and Academic Development (CLAD) – Certificate*
- ✦ *Early Childhood Education (M.A.)*
- ✦ *Education Administration (M.A.)*
- ✦ *English (B.A.)*
- ✦ *History (B.A.)*
- ✦ *Liberal Studies (B.A.)*
- ✦ *Public Administration (M.P.A.)*
- ✦ *Psychology (B.A.)*
- ✦ *Sociology – General, Criminology & Corrections, Counseling and Interviewing (B.A.)*
- ✦ *Teaching Credential – Multiple Subject, Preliminary Administrative, Special Education – Mild/Moderate*

EMBRY-RIDDLE AERONAUTICAL

Mailing Address: P. O. Box 42354, NBVC Pt. Mugu, Port Hueneme, 93044-4654

Physical Address: N A W A Pt. Bldg., 10087, 7th St., Point Mugu, CA, 93042

PHONE: (805) 271-9691

FAX: (805) 271-1255

WEBSITE: www.ec.erau.edu

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Southern Association of Colleges and Schools

OFFERED: Certificate, Associate degree, Bachelor's degree, Master's degree



PROGRAMS

- ✦ *Aeronautical Science (M.A.S.)*
- ✦ *Business Administration in Aviation (M.B.A.A.)*
- ✦ *Management in Technical Operations (B.S.M.T.O.)*
- ✦ *Professional Aeronautics (A.S., B.S.)*

PEPPERDINE UNIVERSITY – VENTURA COUNTY CAMPUS

2629 Townsgate Road, Suite 180, Westlake Village, CA 91362

PHONE: Main (805) 449-1181, Admission (310) 568-5555

FAX: (805) 496-8768

WEBSITE: www.pepperdine.edu

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Bachelor's degree, Master's degree



PROGRAMS

- *Business Administration (M.B.A)*
- *Education – Administration and Tier I Credential (M.S.)*
- *Education and Teaching Credential (M.A.)*
- *Management (B.S.)*

SOUTHERN CALIFORNIA INSTITUTE OF LAW

877 South Victoria Avenue #877, Ventura, CA 93003

PHONE: (805) 644-2327

FAX: (805) 644-2367

WEBSITE: www.lawdegree.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Committee of Bar Examiners of the State Bar of California, State Bar of California

OFFERED: Certificate, Associate degree, Bachelor's degree, Doctorate degree



PROGRAMS

- *Law – Doctor of Jurisprudence (J.D.)*
- *Bachelor of Science in Laws (B.S.L.)*
- *Paralegal – Certificate*

THOMAS AQUINAS COLLEGE

10000 N. Ojai Rd., Santa Paula, CA 93060

PHONE: Main (805) 525-4417, Admission (800) 634-9797

FAX: Main (805) 525-9342

WEBSITE: www.thomasaquinas.edu

ACCREDITATION: American Academy for Liberal Education, Western Association of Schools and Colleges

OFFERED: Bachelor's degree



PROGRAMS

- *Liberal Arts (B.A.)*

UNIVERSITY OF CALIFORNIA SANTA BARBARA (UCSB) – VENTURA EXTENSION

3585 Maple Street, Suite 112, Ventura, CA 93003

PHONE: Main (805) 893-3816, Admissions (805) 644-7261

FAX: (805) 644-7268

WEBSITE: www.ocs.ucsb.edu/ventura

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Off-Campus Studies for B.A. and M.S. degree programs, Certificate programs, Continuing Education



PROGRAMS

- *Business, Management, and Law*
- *Computer Engineering*
- *Computer Science, Computer Engineer*
- *Cross-cultural Language and Academic Development (CLAD) – Credential*
- *Digital Arts*
- *Education – Teaching Credential*
- *Education – Teaching English as a Second Language*
- *Electrical and Electronic Engineering*
- *Information Technology*
- *Professional and Personal Development*
- *Courses & Certificate Programs – Accounting, Business, Employee Dispute Resolution, E-Commerce, Environmental Regulatory Compliance, HR Management, Legal Assistantship, Management Communication, Management Leadership, Marketing, Negotiation & Mediation, Nonprofit Financial Management, Production & Inventory Management, Professional Financial Planning, Project Management, Web Business Management*

UNIVERSITY OF LA VERNE

2001 Solar Drive, Suite 250, Oxnard, CA 93036

PHONE: Main (805) 981-8030, Admission (800) 695-4858

FAX: (805) 981-8033

WEBSITE: www.ulv.edu/sce/campuses/vc/

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Continuing Education, Bachelor's degree, Master's degree



PROGRAMS

- *Business Administration (B.A., M.B.A.)*
- *Child Development (B.S.)*
- *Education Credentials (Graduate)*
- *Health Administration (B.S., M.H.A.)*
- *Leadership and Management (M.S.L.M.)*
- *Liberal Studies/Teacher Preparation (B.A.)*
- *Organizational Management (B.S.)*
- *Public Administration (B.S.)*

UNIVERSITY OF LAVERNE – PT. MUGU RESIDENCE CENTER

Mailing Address: P. O. Box 42264, Port Mugu, CA 93044
 Physical Address: 7th & C Streets. Bldg. 2-825, Pt. Mugu, CA 93042
 PHONE: (805) 986-1783
 FAX: (805) 986-1785
 WEBSITE: www.ulv.edu
 ACCREDITATION: Western Association of Schools and Colleges
 OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree



PROGRAMS

- *Business Administration (B.A., M.B.A.)*
- *Business Organizational Management (B.S.)*
- *Criminology (B.S.)*
- *Mathematics (B.S.)*

VENTURA COLLEGE OF LAW

4475 Market Street, Ventura, CA 93003
 PHONE: (805) 658-0511
 FAX: (805) 658-0529
 WEBSITE: www.venturalaw.edu
 ACCREDITATION: State Bar of California
 OFFERED: Doctorate



PROGRAMS

- *Law – Doctor of Jurisprudence (J.D.)*

WORLD UNIVERSITY OF AMERICA (OJAI)

Mailing Address: P. O. Box 1567, Ojai, CA 93024-1567
 Physical Address: 107 North Ventura Street, Ojai, CA 93023
 PHONE: (805) 646-1444
 FAX: (805) 646-1217
 WEBSITE: www.worldu.edu
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
 OFFERED: Continuing Education, Bachelor's degree, Master's degree, Certificate



PROGRAMS

- *Certificate in Spiritual Ministry*
- *Certificate in Thanatology*
- *Counseling Psychology (M.A.)*
- *Psychology (B.A.), (M.A.)*
- *Religious Studies (M.A.)*
- *Transpersonal/Consciousness Psychology (M.A.)*
- *Continuing Education – Nursing, Family and Marriage Therapy, Social Work, Ministry*



COMMUNITY Colleges

MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021-1695

PHONE: (805) 378-1400, Admissions (805) 378-1429

FAX: (805) 378-1499, Admissions (805) 378-1583

WEBSITE: www.moorpark.cc.ca.us, www.vccd.net/webstar

ACCREDITATION: Accrediting Council for Continuing Education and Training, Accrediting Council for Independent Colleges and Schools, Committee on Accreditation, Western Association of Schools and Colleges

OFFERED: Permit/Licensing, Certificate, Associate degree



PROGRAMS OR COURSES

- *Animal Science*
- *Anthropology/Archaeology*
- *Art*
- *Astronomy/Astrophysics*
- *Behavioral Science*
- *Biology*
- *Biotechnology*
- *Business – Accounting, Management, Marketing/Sales*
- *Business – Communications, Marketing, Sales, Small Business*
- *Chemistry*
- *Chicano Studies*
- *Child Development*
- *Child Development – Early Childhood Education*
- *Child Development – School Age Child Care, Child Development Assistant, Child Development Associate Teacher, Child Development Teacher, Child Development Master Teacher, Child Development Site Supervisor*
- *College Strategies*
- *Communications*
- *Computer Information Systems*
- *Computer Information Systems – Microcomputer Systems*
- *Computer Network Systems Engineering*
- *Computer Science*
- *Computer Programming*
- *Computer – Microsoft Local Area Network*
- *Criminal Justice*
- *Dance*
- *Drafting – AutoCAD*
- *Economics*
- *Electronics Technology*
- *Electronics – Network Engineer*



PROGRAMS OR COURSES, continued

- *Engineering*
- *Engineering Technology*
- *English*
- *English As a Second Language*
- *Environmental – Science, Studies, Technology*
- *Essential Skills*
- *Exotic Animal Training and Management*
- *Foreign Languages – French, German, Hebrew, Italian, Japanese, and Spanish*
- *Geographic Information Systems*
- *Geography*
- *Geology*
- *Graphics*
- *Graphics – Computer Graphics, Desktop Publishing, Printing Technology*
- *Graphics – Computerized Composition*
- *Health Science – Certified Nurse Assistant, Emergency Medical Technician, Health Information Technology, Nursing Science, Radiologic Technology*
- *History*
- *Humanities*
- *Interior Design*
- *International and Intercultural Studies*
- *Journalism*
- *Mathematics*
- *Multimedia – Animation, Broadcast, Business, Communications, Visual Design, Web Design*
- *Music*
- *Nutritional Science*
- *Philosophy*
- *Photography, Photo-Journalism*
- *Physical Education – Human Performance*
- *Physics*
- *Political Science*
- *Psychology*
- *Radio/Television*
- *Recreation*
- *Sign Language*
- *Social Sciences*
- *Spanish*
- *Speech*
- *Theatre Arts – Acting, Directing, Technical Theatre*
- *Urban Studies*
- *Women's Studies*
- *Work Experience*

OXNARD COLLEGE

4000 South Rose Avenue, Oxnard, CA 93033-6699

PHONE: (805) 986-5800

FAX: (805) 986-5806

WEBSITE: www.oxnard.cc.ca.us, www.vccd.net/webstar

ACCREDITATION: Accrediting Commission for Community and Junior Colleges, Western Dental Association, Western Association of Schools and Colleges

OFFERED: Certificate, Associate Degree

Air Conditioning

**AUTO BODY
& FENDER**



ELECTRONICS



PROGRAMS OR COURSES

- *Addictive Disorders Studies*
- *African American Studies*
- *Air Conditioning/Refrigeration*
- *American Sign Language*
- *Anthropology*
- *Area Studies*
- *Art*
- *Asian-American Study*
- *Astronomy*
- *Automotive – Body and Fender Repair/Technology*
- *Biology*
- *Business – Management, International Business*
- *Chemistry*
- *Chicano Studies*
- *Child Development*
- *Computer Information Systems*
- *Computer Science*
- *Dental Hygiene*
- *Economics*
- *Educational Assistance Center*
- *Electronics*
- *Engineering, Engineering Technology*
- *English*
- *English as a Second Language*
- *Environmental Technology*
- *Fire Technology – Pre-service, In-Service, Administrative Fire Services*
- *Geography*
- *Geology*
- *Health Education*
- *History*
- *Hotel & Restaurant Management – Culinary Arts*
- *Information Processing*
- *Interdisciplinary Studies*
- *Interpretation*
- *Japanese*
- *Journalism*

OXNARD COLLEGE



THEATER

PROGRAMS OR COURSES, continued

- Legal Assisting
- Library Instruction
- Marine Studies
- Mathematics
- Multimedia Studies
- Music
- Personal Growth and Leadership
- Philosophy
- Photography
- Physical Education
- Physical Science
- Physics
- Political Science
- Program for Accelerated College Education (PACE) – Adult Program, Saturdays & evenings
- Psychology
- Sociology
- Spanish
- Speech
- Television
- Theatre
- Travel & Tourism

VENTURA COLLEGE

4667 Telegraph Road, Ventura, CA 93003

PHONE: (805) 654-6400, Admissions (805)654-6457

FAX: (805) 654-6466

WEBSITE: www.ventura.cc.ca.us, www.vccd.net/webstar

ACCREDITATION: California Board of Registered Nursing, California Bureau of Automotive Repair, California State Emergency Medical Services Agency, National Automotive Technical Education Foundation, Western Association of Schools and Colleges

OFFERED: State Diploma, Certificate, Associate Degree



PROGRAMS OR COURSES

- Accounting
- Agricultural Sciences/Landscape Horticulture
- Anthropology
- Art/Commercial Art
- Automotive Technologies
- Bilingual Vocational Arts
- Biology
- Bookkeeping
- Business
- Business Management
- Business Information Systems, Micro Business Applications
- Central Coast Biotechnology Center (CCBC)
- Ceramics
- Certified Nursing Assistant
- Chemistry



- *Child Development*
- *Clerical*
- *Cisco Networking Academy*
- *Clothing and Textiles*
- *CNC Machine Operator*
- *Computer Information Systems, Oracle*
- *Computer Repair*
- *Computer Science*
- *Construction Technology*
- *Criminal Justice*
- *Drafting Technology/Architecture*
- *Economics*
- *Emergency Medical Technician, Emergency Medical Services*
- *Engineering*
- *English/English as a Second Language*
- *Environmental Studies, Environmental Horticulture/Natural Resources*
- *Floristry*
- *Foreign Language*
- *Geographic Information Systems (GIS)*
- *Geography/Geology*
- *Health Information Technology*
- *History*
- *Home Health Aide*
- *Human Services*
- *Interior Design*
- *International Studies*
- *Journalism/Mass Communications*
- *Landscape Management*
- *Machine Technology*
- *Mathematics*
- *Mechanical Inspector*
- *Medical Assistant*
- *Medical Transcription*
- *Multimedia*
- *Nutrition/Food Management*
- *Paramedic Studies*
- *Photography*
- *Physics and Astronomy*
- *Political Science*
- *Psychology*
- *Recreation*
- *Registered Nurse*
- *Secretarial*
- *Sociology*
- *Speech*
- *Studies Abroad*
- *Supervision*
- *Theatre Arts*
- *Water Science*
- *Welding Technology*

PUBLIC ADULT SCHOOLS

with Occupational Programs

CONEJO VALLEY ADULT EDUCATION

1025 Old Farm Road
Thousand Oaks, CA 91360

PHONE: (805) 497-2761

FAX: (805) 374-1167

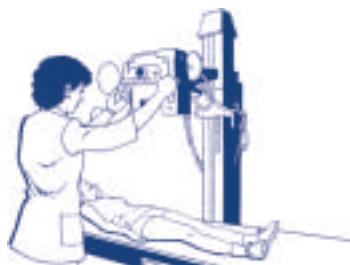
WEBSITE: www.conejo.tec.ca.us

ACCREDITATION: Western Association of Schools and Colleges, Microsoft Authorized Academic Training Provider

OFFERED: Certificate, Diploma



**DESKTOP
PUBLISHING**



PROGRAMS OR COURSES

- *Academics*
- *Administrative Assistant Training*
- *Art and Writing*
- *Business, General*
- *Computer Basics*
- *Computer Programs – Word Processing, Spreadsheet, Data Base, Presentation*
- *Computer Repair Technician*
- *Computerized Accounting*
- *Cooking*
- *Customer Service Training*
- *Desktop Publishing*
- *Emergency Medical Technician EMT-1*
- *English as a Second Language*
- *Finance*
- *Foreign Languages*
- *General Office Assistant/Receptionist*
- *High School Equivalence Certificate*
- *Internet & The Web*
- *Information Technology & Computer Career Programs*
- *Medical Assistant Comprehensive Program*
- *Medical Back Office Procedures*
- *Medical Coding for Insurance*
- *Medical Front Office Procedures*
- *Medical Insurance Billing*
- *Medical Terminology*
- *Pharmacy Technician*
- *Phlebotomist*
- *Physical Therapy Aide*
- *Technology – MCSE, MCDBA, MCP, CISCO, Network+, A+*
- *Web Page Technician*



OXNARD ADULT SCHOOL

1101 W. 2nd Street, Oxnard, CA 93030

PHONE: (805) 385-2578

FAX: (805) 385-2581

WEBSITE: www.ouhsd.k12.ca.us/sites/adult/adult.htm

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



COMPUTERS

PROGRAMS OR COURSES

- *Certified Nursing Assistant/Home Health Aides*
- *Computer Basics*
- *English as a Second Language/Foreign Language*
- *High School Equivalence Certificate*
- *Licensed Vocational Nurse*
- *Reading, Literacy and Communication Skills*
- *Regular High School Diploma*

SANTA PAULA ADULT SCHOOL

325 N. Palm Avenue, Santa Paula, CA 93060

PHONE: (805) 525-4407

FAX: (805) 525-2294

ACCREDITATION: Bureau for Private Post Secondary and Vocational Education, California State Department of Education (courses only), Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- *English as a Second Language*
- *English Language*
- *General Studies*
- *High School Equivalence Certificate*

SIMI VALLEY ADULT SCHOOL & CAREER INSTITUTE

Mailing Address: 3192 Los Angeles Ave., Simi Valley, CA 93065

PHONE: (805) 579-6200

FAX: (805) 522-8902

WEBSITE: www.simi.tec.ca.us

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- *Academic and Literacy Classes – High School Diploma*
- *Adults with Disabilities*
- *Business & Computer Technology – Business Applications, Computer Applications, Computer Networking and PC Repair*
- *Computer Graphics – AutoCAD, Graphic Design, Multimedia, Web Design*
- *Computer Skills – Workforce Development*
- *Cosmetology – Cosmetologist, Esthetician, Manicurist*
- *Dental Assisting, Dental Technology*
- *Early Childhood Education*
- *English as a Second Language (ESL)*
- *Finance*
- *Fine Arts*
- *Health & Safety*
- *Home & Landscape*
- *Home Buying*
- *Home Economics – Culinary Arts*
- *Machine Shop*
- *Medical Occupations – Medical Assisting, Medical Insurance Billing, Pharmacy Technician, Phlebotomist, Physical Therapy Aide, Reflexology, Surgical Technologist, Vocational Nurse, X-ray Technicians*
- *Positive Parenting*
- *Real Estate*
- *Senior Citizen Programs*
- *Sign Language*
- *Spanish*
- *U.S. Citizenship Preparation*
- *Upholstery*
- *Welding Occupations*



TECHNOLOGY DEVELOPMENT CENTER – DIVISION OF VENTURA ADULT EDUCATION (VCUSD)

5200 Valentine Road, Ventura, CA 93003

PHONE: TDC (805) 676-7300; Ventura Adult Education (805) 641-5200

FAX: (805) 641-5313

WEBSITE: www.tdctraining.com, www.vace.com,

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- ✦ *Accounting – Account Clerk, Computerized Accounting, Data Entry, Data Entry/Inventory Technician, Office Billing Clerk, Record Keeping Clerk*
- ✦ *Computer and Business /Clerical – Administrative Assistant, Business Administration, Business Manager – World Wide Web, Clerk Typist, Computer Review, Customer Service Representative/Collections, Human Resource Management, Legal Secretary, Receptionist/Office Assistant*
- ✦ *Computer-Aided Design – CAD Technician, Parametric Specialist, Solid Works Technician, CAD Design/Animation Technician, Computer Aided Manufacturing, (MasterCAM) Technician*
- ✦ *Computer Systems Technology – Computer Repair Technician, Computer Systems Technician*
- ✦ *Digital Multimedia – Digital Multimedia Technician, Digital Multimedia Animation Technician, Digital Motion Graphics Technician, Studio Production Technician*
- ✦ *Medical Front/Back Office – Front/Back Office Medical Assistant, Front Office Medical Assistant, Back Office Medical Assistant, Medical Receptionist, Medical Billing Technician, Medical Records Technician, Medical Transcriber, Pharmacy Technician, Physical Therapy Aide*

VENTURA ADULT & CONTINUING EDUCATION

COURSES

- ✦ *Computer and Business – Accounting, Business English and Math, Clarisworks (Integrated Software), Computer Basics, Corel Draw, Data Entry, Electronic Calculator, Keyboarding, Microsoft Access and Excel, Microsoft Internet Explorer, Microsoft PowerPoint, Microsoft Windows, Microsoft Word and Works, MS-DOS, Netscape, PageMaker, Peachtree Accounting, Pegboard Payroll, QuickBooks Pro, Quicken, Record Management, Superwrite Shorthand, Typing for Speed and Accuracy, Word Perfect*
- ✦ *Drafter – Computer-Aided Design*
- ✦ *Graphic Designer – Adobe Photoshop Basics, 3-D Animation Basics*
- ✦ *Medical Front Office – Medical Front Office, Medical Coding, Medical Insurance Billing, Medical Filing, Medical Law and Ethics, Medical Terminology, Medical Transcription, Pharmacology*



PRIVATE Business & Technical Schools

A F INTERNATIONAL SCHOOL OF LANGUAGES INC.

3625 Thousand Oaks Blvd., Westlake Village, CA 91362

PHONE: (805)496-6694

FAX: (805)496-9622

WEB SITE: www.afint.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *American Language and Culture*
- ✦ *Basic, Medium, and Intensive English – ESL and Accent Reduction*
- ✦ *Business, Medical, Pre-MBA English*

ACADEMY EDUCATION SERVICES

Mailing Address: P. O. Box 7447, Oxnard, CA 93031

Physical Address: 520 W. 5th Street, Suite D, Oxnard, CA 93030

PHONE: (805)486-1102

FAX: (805)486-9172

WEB SITE: www.academyed.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



COMPUTERS



PROGRAMS OR COURSES

- ✦ *Cashier and Data Entry*
- ✦ *Computer Repair/Network Technician*
- ✦ *Computerized Office Skills*
- ✦ *Electronic Assembly*
- ✦ *Medical Billing – Front Office*
- ✦ *Professional Child Care Worker*

ACADEMY OF SOMATICS & MASSAGE

Mailing Address: 336 Highland Drive, Oxnard, CA 93035

Physical Address: 2516 Roosevelt, Oxnard, CA 93035

PHONE: (805) 382-0506

FAX: (805) 382-0545

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

PROGRAMS OR COURSES

- ✦ *Lymphatic Massage*
- ✦ *Somatics I, II*
- ✦ *Shiatsu Deep Tissue*
- ✦ *Therapeutic Massage Certification Course*



ADVANCED SCHOOL OF MASSAGE THERAPY

1414 E. Thousand Oaks Blvd., Suite 213, Thousand Oaks, CA 91362
PHONE: (805) 495-1353
FAX: (805) 370-1491
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Certificate



PROGRAMS OR COURSES

- *Basic and Advanced Massage*

BAIL RESOURCE CENTER

Mailing Address: 355 N. Lantana Street PMB 742, Camarillo, CA 93010-603
PHONE: (805) 388-9587
WEB SITE: www.link2educ.com
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Certificate

PROGRAMS OR COURSES

- *California Real Estate Principles*
- *Continuing Education for Bail and License*
- *Fugitive Recovery*
- *Power to Arrest/PC-832 and Examination*
- *Pre-licensing Education for Bail Applicants*

BODY ARTS COLLEGE

2538 E. Main Street, Ventura, CA 93003
PHONE: (805) 643-7191
FAX: (805) 646-2265
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Certificate



PROGRAMS OR COURSES

- *Massage – Therapeutic, Lomilomi Hawaiian, Shiatsu*

BRAIN GYM INTERNATIONAL

Mailing Address: 1575 Spinnaker Drive, Suite 204B, Ventura, CA 93001
PHONE: (805) 658-7942
WEB SITE: www.braingym.org
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Certificate

PROGRAMS OR COURSES

- *Anatomy/Kinesiology*
- *Backing Up to Move Forward*
- *Brain Gym Consultant*
- *Brain Gym in Depth, Brain Gym Review*
- *Brain Gym Instructor*
- *Brain Organization Profiles*
- *Brain Gym 101*
- *Brain Gym Case Studies*

BROOKS INSTITUTE

5301 N. Ventura Avenue, Ventura, CA 93001
 PHONE: Main and Admission, Toll free (888) 304-FILM
 FAX: Main (805) 564-2918, Admission (805) 565-1386
 WEB SITE: www.brooks.edu
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
 OFFERED: Associate degree, Bachelor's degree, Diploma



PROGRAMS OR COURSES

- ✦ *Film and Video Production (B.A., Diploma)*
- ✦ *Visual Communications (A.A., B.A.)*
- ✦ *Visual Journalism (A.A., B.A.)*

CALIFORNIA VOCATIONAL COLLEGE

1661 Pacific Avenue, Suite 14, Oxnard, CA 93033
 PHONE: (805) 385-9020
 FAX: (805) 385-9602
 WEB SITE: www.geocities.com/cavcox
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
 OFFERED: Certificate



COMPUTERS



PROGRAMS OR COURSES

- ✦ *Office Systems Specialist*
- ✦ *Automotive*
- ✦ *Child Care Provider*
- ✦ *Computer Networking*



CENTER FOR EMPLOYMENT TRAINING

761 So. C Street, Oxnard, CA 93030
 PHONE: (805) 487-9821
 FAX: (805) 487-7775
 WEB SITE: www.cet2000.org
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Western Association of Schools and Colleges
 OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Automated Office Skills*
- ✦ *Building Maintenance*
- ✦ *Electronic Assembly*
- ✦ *Machine Tool Operator*
- ✦ *Medical Assistant*

CENTRO INTERNATIONAL DE LOCUCION

200 S. A Street, Suite 204, Oxnard, CA 93030
 PHONE: (805) 240-1028
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

PROGRAMS OR COURSES

- ✦ *Spanish Radio Announcer*

CHANNEL ISLANDS AVIATION, INC.

305 Durley Ave, Camarillo, CA 93010-9102

PHONE: (805) 987-1301

FAX: (805) 987-8301

WEB SITE: www.flycia.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Airline Transport Pilot*
- ✦ *Certified Flight Instructor*
- ✦ *Commercial Pilot*
- ✦ *Instrument Rating*

COMPUSA TECHNOLOGY TRAINING

2241 N. Rose Avenue, Oxnard, CA 93030

PHONE: Main and Admissions (805) 988-3130

FAX: (805) 988-3155

WEB SITE: www.compustore.com/training

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Computer Training – Basics, Word Processing, Spreadsheet and Financial, Integrated and Business Applications, Database, Internet, Graphics and Publishing*

COMPUTER CAREER LEARNING CENTERS

870 Hampshire Road, Suite A, Westlake Village, CA 91361

PHONE: (805) 373-8803

FAX: (805) 373-0258

WEB SITE: cclc-llc.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Microsoft Certified Technical Education Centers

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *A+ / Microsoft Certified System Engineer (A+ / MCSE2000)*
- ✦ *A+ / Microsoft Certified Profession (A+ / MCP2000)*
- ✦ *Cisco Certified Network Associate (CCNA)*
- ✦ *Cisco Certified Network Profession (CCNP)*
- ✦ *Webmaster – HTML, Dreamweaver, Flash, FrontPage, PhotoShop, JavaScript, Visual Basic.net, XML*

COMPUTER IDIOT

2734 Johnson Drive, Suite 101, Ventura, CA 93003

PHONE: (805) 650-5981

FAX: (805) 650-6948

WEB SITE: www.pcidiot.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Administrative Bookkeeping /QuickBooks*
- ✦ *Computerized Office Operations – Word, Excel, Access, PowerPoint*
- ✦ *General Office I, II*
- ✦ *Graphics/Desktop Publishing – CorelDraw, PageMaker, Photoshop, Scanning and Digital Photography*
- ✦ *Internet – Web Design/Dreamweaver*
- ✦ *PC Upgrade and Repair*
- ✦ *Secretarial/Administrative Assistant I, II, III*

E Z SUCCESS

Navy Base, City of Oxnard

PHONE: (909) 592-9956

WEB SITE: www.ezsuccess.net

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- ✦ *Assessments*
- ✦ *Business and Social Skills*
- ✦ *Customer Service, Sales, and Management*
- ✦ *Development and Team Building*
- ✦ *Ethics*
- ✦ *Sexual Harassment*
- ✦ *Transition Skills*

EXECUTIVE PROGRAMS - Distance Learning

Mailing Address: P. O. Box 5407, Oxnard, CA 93031

Physical Address: 210 St. Mary's Dr. , Suite I, Oxnard, CA 93030

PHONE: (800) 416-1996

FAX: (800) 421-3097

WEB SITE: www.executiveprogram.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, California Department of Insurance, California State Department of Real Estate

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- ✦ *Real Estate – Sales, License, Broker*
- ✦ *Real Estate – Continuing Education*

FLS INTERNATIONAL - OXNARD

4000 South Rose Ave., Oxnard, CA 93033

PHONE: (805) 986-8200

FAX: (805) 986-8202

WEB SITE: www.fls.net

ACCREDITATION: Accrediting Council for Continuing Education and Training, American Association of Intensive English Programs, Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

PROGRAMS OR COURSES

🎓 *Intensive English – Levels 1 - 7*

GATEWAY LEARNING ORGANIZATION

1700 Ventura Blvd., Oxnard, CA 93030

PHONE: (805) 485-8702

FAX: (805) 981-4056

WEB SITE: www.gateway.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

PROGRAMS OR COURSES

🎓 *Computer Training – MS Word, MS Access, MS Excel, MS PowerPoint, QuickBooks*



GOODWILL INDUSTRIES OF VENTURA & SANTA BARBARA

350 Cactus Drive, Oxnard, CA 93030

PHONE: (805) 983-3414

FAX: (805) 983-3405

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

PROGRAMS OR COURSES

🎓 *Clerical and General Sales*

🎓 *Office Applications - Beginning and Advanced*



H & R BLOCK TAX SCHOOL

2383 N. Oxnard Blvd., Oxnard, CA 93030

PHONE: (805) 983-6639

FAX: (805) 983-7260

WEB SITE: www.hrblock.com

ACCREDITATION: California Tax Education Council

OFFERED: Certificate

PROGRAMS OR COURSES

🎓 *Taxation*



INSTITUTE OF CARDIAC SONOGRAPHY

2734 Johnson Drive, Suite 204, Ventura, CA 93003
PHONE: (805) 642-1314
Email: dodsonics@aol.com
OFFERED: Certificate

PROGRAMS OR COURSES

- *Adult Echocardiography – Cardiac Anatomy and Physiology, Basic EKG/Rhythm Recognition, Cardiac Ultrasound*

ITT TECHNICAL INSTITUTE

2051 Solar Drive, Suite 150, Oxnard, CA 93030
PHONE: (805) 988-0143
FAX: (805) 988-1813
WEB SITE: www.itt-tech.edu/campus/school.cfm
ACCREDITATION: Accrediting Council for Independent Colleges and Schools, Bureau for Private Postsecondary and Vocational Education, Western Association of Schools and Colleges
OFFERED: Associate degree, Bachelor's degree



PROGRAMS OR COURSES

- *Communications Systems Engineering (B.S.)*
- *Computer and Electronics Engineering Technology (A.)*
- *Computer Drafting and Design (A.)*
- *Computer Visualization Technology (B.S.)*
- *Information Systems Security (B.S.)*
- *Information Technology – Computer Network Systems (A.)*
- *Information Technology – Multimedia (A.)*
- *Information Technology – Software Applications and Programming (A.)*
- *Information Technology – Web Development (A.)*
- *Technical Project Management for Electronic Commerce (B.S.)*
- *Telecommunications Engineering Technology (A., B.)*

INTERNATIONAL BARTENDERS SCHOOL

2011 Auto Center Dr. #111, Oxnard, CA 93030
PHONE: (805) 983-6649
FAX: (805) 983-6373
WEB SITE: www.mybartendingschool.com
ACCREDITATION: Bureau for Private Postsecondary and Vocational Education
OFFERED: Certificate



PROGRAMS OR COURSES

- *Bartender/Mixologist*
- *TIPS Certified Training (Training Intervention Program)*

JOHN ROBERT POWERS

300 Esplanade Dr., Suite 1640, Oxnard, CA 93030

PHONE: (805) 983-1076

FAX: (805) (805) 983-0738

WEB SITE: www.jrpowers.net/locations/ventura.htm

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- Acting
- Commercial Print
- Commercials
- Drama
- Modeling
- Monologue
- Personal Development
- Runway
- Scene Study

KALI INSTITUTE FOR MASSAGE & SOMATIC THERAPIES

746 E. Main Street, Ventura, CA 93001

PHONE: (805) 648-6204

FAX: (805) 646-2265

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- Advanced Practitioner
- Anatomy I, II, III
- Career Options
- Health Care Communications
- Interface with Chiropractic
- Massage Therapy
- Practice Development
- Record Keeping and Medical Insurance

LYNDA.COM

Mailing Address: P. O. Box 789, Ojai, CA 93024

Physical Address: 305 E. Matilija, Suite 201, Ojai, CA 93023

PHONE: Main (805) 646-7076, Admissions (888) 335-9632

FAX: Main (805) 640-9607, Admissions (640-3330)

WEB SITE: www.lynda.com

OFFERED: On-Line Training, Certificate

PROGRAMS OR COURSES

- Web Design – Adobe Web Design, Action Script, After Effects 5, Dreamweaver, Flash 5, Java Script, Macromedia Web Design, UltraDev

LACKNER COMPUTER SYSTEMS, INC.

2225 Sperry Ave., Suite 3000, Ventura, CA 93003

PHONE: (805) 639-0019

FAX: (714) 993-2350

WEB SITE: www.lacknercs.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- Architectural Drafting
- Computer Aided Design (CAD, AutoCAD) – Engineering and Design
- Engineering Document Management
- Land Planning
- Manufacturing Design
- Mechanical Drafting
- Mechanical Engineering
- Mechanical and Industrial Design Automation
- Mapping



LEARNING TREE UNIVERSITY - Continuing Education

72 Moody Ct., Thousand Oaks, CA 91360

PHONE: (805) 497-2292

FAX: (805) 497-0467

WEB SITE: www.ltuonline.org

ACCREDITATION: Accrediting Counsel for Continuing Education and Training, Bureau for Private Postsecondary and Vocational Education

OFFERED: Professional Certificate



**NEW DIRECTIONS
IN HEALTH CARE**

PROGRAMS OR COURSES

- Arts and Design – Animation, Digital Film and Animation, Digital Media and Web Design, Graphic Design
- Business and Management – Accounting and Finance, Computerized Accounting, Financial Planning, Human Resource Management, Project Management, Technical Writing, Marketing, Real Estate Appraisal, Medical Billing and Transcription, Travel and Tourism
- Education – Learning to Teach On-line
- Entertainment Studies – Acting, Music, Voice, Film and Television, Post Production Techniques, Makeup Artistry
- Information Technology – Internet, Computer Aided Design, Database, Networking, Office Suites, PC Service and Support, Presentation Software, Programming, Spreadsheet, Web Application Suites, Telecommunications, Web Development, Web Programming, Web Site Administration
- Language – Foreign Languages, Sign Language
- Nursing Continuing Education – Case Management
- Recreation, Health and Fitness
- Writers' Program – Creative Writing, Fiction and Nonfiction, Screenwriting, Poetry, The Business of Writing

LICENSE INSTRUCTION SCHOOLS

Mailing Address: 10453 Old Placerville Road #110, Sacramento CA 95827

Physical Address: 450 E. Harbor Blvd., Ventura, CA 93001

PHONE: (800) 346-7277, (916) 366-1717

WEB SITE: www.passexam.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

PROGRAMS OR COURSES

- *Contractors License Exam Preparation*

LU ROSS ACADEMY OF HAIR DESIGN

470 E. Thompson Blvd., Ventura, CA 93001

PHONE: (805) 643-5690

FAX: (805) 643-7716

WEB SITE: www.lurossacademy.com

ACCREDITATION: Accrediting Commission of Career Schools and Colleges of Technology, California State Board of Barbering and Cosmetology, Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate of Completion



PROGRAMS OR COURSES

- *Cosmetologist*
- *Cosmetology Instructor Trainee*
- *Esthetician*
- *Manicurist*
- *Massage Therapy*



MEDICAL CAREER SERVICES

2444 Saviers Road, Oxnard, CA 93030

PHONE: (805) 487-6439

FAX: (805) 487-5459

WEB SITE: www.superpages.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- *Computerized Office Clerk*
- *Medical Assistant, Front and Back Office*
- *Medical Billing*
- *Professional Child Day Care*



MODERN BEAUTY ACADEMY

699 South C Street, Oxnard, CA 93030

PHONE: (805) 483-4994

FAX: (805) 486-7394

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, National Accrediting Commission of Cosmetology Arts and Sciences

OFFERED: Diploma



PROGRAMS OR COURSES

- ✦ *Cosmetologist*
- ✦ *Cosmetology Instructor Trainee*
- ✦ *Manicurist*

NEW HORIZONS COMPUTER LEARNING CENTER OF OXNARD

300 Esplanade Drive, Suite 230, Oxnard, CA 93030

PHONE: (805) 604-3100

FAX: (805) 604-3118

WEB SITE: www.newhorizons.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Microsoft Certified Technical Education Centers

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *A+ Certified PC Technician*
- ✦ *Cisco*
- ✦ *Computer Operator/Specialist – Office Applications*
- ✦ *Computer Programming*
- ✦ *Database Programs – Access, FileMaker Pro, Goldmine, SQL*
- ✦ *Graphic Specialist – CorelDRAW, Freehand, Illustrator, PhotoShop*
- ✦ *Information Systems Network Engineers*
- ✦ *Internet Specialist*
- ✦ *Microsoft Certified Network Engineers*
- ✦ *Microsoft Certified Network Technicians*
- ✦ *Microsoft Certified Network Administrators*
- ✦ *Office Skills*
- ✦ *Publishing – PageMaker, QuarkXPress*
- ✦ *Web Design – HTML, Dreamweaver, Flash, FrontPage*
- ✦ *Web Service Administrator*

NATIONWIDE EDUCATION SERVICES

160 W. 4th Street, Oxnard, CA 93030

PHONE: (805) 483-3717

FAX: (805) 483-3107

WEB SITE: www.neseducation.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Diploma



PROGRAMS OR COURSES

- ✦ *Child Care and Development*
- ✦ *Computerized Office Procedures*
- ✦ *Electronic Assembly*
- ✦ *Electronic Technology*
- ✦ *Medical Assistant, Back Office*
- ✦ *Medical Assistant, Front Office*

OJAI SCHOOL OF MASSAGE

619 West El Roblar Drive, Ojai, CA 93023

PHONE: (805) 640-9798

FAX: (805) 646-4612

WEB SITE: www.ojaischoolofmassage.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Holistic Equine Massage Therapy – 233 hours*
- ✦ *Holistic Massage Therapist, Levels I and II*
- ✦ *Holistic Aromatherapist*
- ✦ *Holistic Small Animal Massage Therapy – 150 hours*

PACIFIC COAST TRADE SCHOOL

1690 Universe Circle, Oxnard, CA 93033

PHONE: (805) 487-9260

FAX: (805) 487-4760

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- ✦ *Accounting Clerk*
- ✦ *Combination Welder/Burner-Light Industrial*
- ✦ *Computer Networking and Basic Web Design*
- ✦ *Computerized Office Procedures*
- ✦ *Electronic Assembly*
- ✦ *Electronic Medical Billing*
- ✦ *Medical Assistant, Front and Back Office*

PACIFIC SCUBA CENTER, INC.

480 S. Victoria, Suite D, Oxnard, CA 93030

PHONE: (805) 984-2566

FAX: (805) 382-8772

WEB SITE: www.pacificscuba.com

ACCREDITATION: American Council on Education, Professional Association of Diving Instructors

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Assistant Diving Instructor*
- ✦ *Divemaster*
- ✦ *Professional Diver*



PACIFIC SEATEC

Mailing Address: P. O. BOX 24197, Ventura, CA 93002

Physical Address: 110 North Olive, Suite M, Ventura, CA 93001

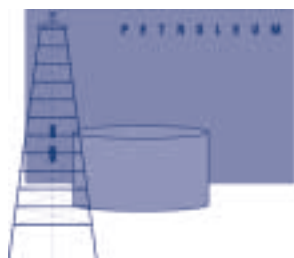
PHONE: (805) 648-1004

FAX: (805) 648-1005

WEB SITE: www.pseatec.com

ACCREDITATION: Minerals Management Service – U. S. Department of Interior, National Safety Council

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Confined Space Standard*
- ✦ *Gas Measurement Theory and Practice*
- ✦ *Hazardous Communications*
- ✦ *Hazard Waste Operation*
- ✦ *Hydrogen Sulfide Safety*
- ✦ *Petroleum Pipeline Operations*
- ✦ *Production Safety Systems*

PROFESSIONAL DRIVER TRAINING SCHOOLS, INC.

1661 Pacific Avenue, #19, Oxnard, CA 93033

PHONE: (805) 487-4474

FAX: (805) 487-0929

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Commercial Truck Driver Training*

PROGRESSIVE TRAINING INSTITUTE

701 Del Norte Blvd. #310, Oxnard, CA 93030

PHONE: (805) 604-4755

FAX: (805) 604-4772

EMAIL: bermudezconsulting@yahoo.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- *Brake Repair Program*
- *Electrical and Engine Performance*

SUPERIOR TECHNICAL INSTITUTE

520 East Third Street, Suite B, Oxnard, CA 93030

PHONE: (805) 385-4761

FAX: (805) 385-4764

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



PROGRAMS OR COURSES

- *Building Maintenance*
- *Computerized Office Systems Specialist*
- *Computer Repair and Servicing*
- *Electronic Assembly*
- *Engine Performance and Electrical Mechanic*
- *English Oriented Training*
- *General Automobile Technician*
- *Sewing Machine Operator*



SUN-AIR AVIATION TRAINING ACADEMY

50 Durley Avenue., Camarillo, CA 93010

PHONE: (805) 987-8464

FAX: (805) 987-1316

WEB SITE: www.sun-air.com

ACCREDITATION: Federal Aviation Administration

OFFERED: Certificate



PROGRAMS OR COURSES

- *Professional Pilot Flight Training*

THOUSAND OAKS HEALING ARTS INSTITUTE

2955 Moorpark Road, Thousand Oaks, CA 91360

PHONE: (805) 241-4194

FAX: (805) 493-4039

WEB SITE: www.a2zhealth.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Advanced Courses – Thai Massage, Myofascial Release Technique – Trigger Point Therapy, Deep Tissue and Sports Massage, Reiki I, II, Reflexology, Pregnancy and Infant Massage, Structural Movement – Stretch and Flex, Acupressure, Aromatherapy, Shiatsu, Lymphatic Drainage, Tuina, Chakras and Energy Work*
- ✦ *Advanced Swedish Massage Skills*
- ✦ *Basic Swedish Massage*
- ✦ *Health Massage Business Expo*
- ✦ *Holistic Bodywork Practitioner*
- ✦ *Massage Technician - Swedish Massage*
- ✦ *Massage Therapist*

VORTEX PRODUCTIVITY CENTERS – On-the-job Training

555 Airport Way, Suite F, Camarillo, CA 93010

PHONE: (805) 987-6019

FAX: (805) 987-6491

WEB SITE: www.vortexpc.com

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Microsoft Certified System Engineer

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Accounting Technician*
- ✦ *Client/Server Specialists*
- ✦ *Client/Server Specialist – Visual Basic*
- ✦ *Computer Graphics*
- ✦ *C/CTT Programmer*
- ✦ *Customer Service Representative*
- ✦ *Microsoft Certified System Engineer (MCSE2000 Core with A+)*
- ✦ *Microsoft Office User Specialist (MOUS)*
- ✦ *Novell Certified Engineer*
- ✦ *PC Support Analyst*
- ✦ *PC Technician – A+ Certificate Preparation*
- ✦ *Upgrading Computer Skills*

APPRENTICESHIP PROGRAMS & Regional Occupational Program

CARPENTER'S APPRENTICESHIP TRAINING CENTER

412 Dawson Drive, Camarillo, CA 93012-8010
PHONE: (805) 482-9226
FAX: (805) 389-0707
WEB SITE: www.calapprenticeship.org/Carpenter.htm
ACCREDITATION: United Brotherhood of Carpenters and Joiners of America
OFFERED: Certificate

PROGRAMS

• *Carpenter Apprenticeship*



PAINTERS AND ALLIED TRADES – DISTRICT COUNCIL 36

2077 Yates Ave., City of Commerce, CA 90040
PHONE: (800) 727-3428
FAX: (323) 727-1180
WEB SITE: www.ibewlu952.org
ACCREDITATION: American Council on Education, International Brotherhood of Electrical Workers
OFFERED: Certificate

PROGRAMS

• *Southern California Glazing*
• *Southern California Drywall Finishing*
• *Southern California Painting*



SHEET METAL WORKERS JOINT APPRENTICESHIP COMMITTEE

Mailing: P. O. Box 3661, Ventura, CA 93006
Physical: 2500 Channel Drive, Ventura, CA 93003
PHONE: (805) 648-2220
FAX: (805) 648-5966
WEB SITE: www.sheetmetalapprenticeship.org
ACCREDITATION: International Training Institute for Sheet Metal Workers
OFFERED: Certificate

PROGRAMS

• *Sheet Metal Worker Apprenticeship*



VENTURA COUNTY ELECTRICAL JOINT APPRENTICESHIP & TRAINING COMMITTEE

201 Bernoulli Circle, Unit A, Oxnard, CA 93030

PHONE: (805) 604-1155

FAX: (805) 604-1166

WEB SITE: www.ibewlu952.org

ACCREDITATION: American Council on Education, International Brotherhood of Electrical Workers

OFFERED: Certificate



PROGRAMS

- ✦ *Electrician Apprenticeship Program*

VENTURA COUNTY REGIONAL OCCUPATIONAL PROGRAM (H.S.)

465 Horizon Circle, Camarillo, CA 93010-8596

PHONE: (805) 388-4430

FAX: (805) 388-4428

WEB SITE: www.venturacountyrop.com

OFFERED: Certificate



PROGRAMS OR COURSES

- ✦ *Automotive Body and Fender Repair*
- ✦ *Auto Refinishing*
- ✦ *Automotive Mechanic*
- ✦ *Banking and Finance*
- ✦ *Cabinet Making*
- ✦ *Computer Accounting*
- ✦ *Computer Business Applications*
- ✦ *Computer Repair and Maintenance*
- ✦ *Computer Aided Drafting (CAD)*
- ✦ *Dental Assistant*
- ✦ *Fashion/Retail Merchandising/Entrepreneurship*
- ✦ *Floral Design*
- ✦ *Graphic Design*
- ✦ *Health Careers*
- ✦ *Hospitality and Tourism*
- ✦ *Industrial Electronics*
- ✦ *Instructional Assistant*
- ✦ *Laboratory Technician*
- ✦ *Medical Assistant, Back Office*
- ✦ *Network Development – Cisco/3.comm*
- ✦ *Certified Nursing Assistant*
- ✦ *Photography*
- ✦ *Silk Printing*
- ✦ *Stagecraft Technology*
- ✦ *Video Productions*
- ✦ *Welding*



OTHER EDUCATION & Work Training Programs

AMERICAN RED CROSS

Mailing Address: P. O. Box 5850, Ventura, CA 93005
Physical Address: 2355 Portola Road, Ventura, CA 93003
PHONE: (805) 339-2234
FAX: (805) 339-0311
WEB SITE: www.arcventura.org
ACCREDITATION: National Safety Council
OFFERED: Certificate



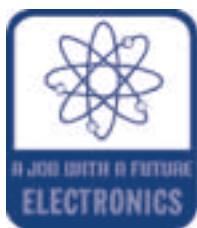
PROGRAMS OR COURSES

- *Adult CPR, First Aid*
- *Child Care Provider*
- *Disaster Services – Mass Care Function, Family Service Function, Disaster Welfare Inquiry Function, Logistics Function*



MARINE CORPS RESERVE TRAINING (ROTC)

Mailing Address: 3609 'A' State Street, Santa Barbara, CA 93105
Physical Address: 217 West Gonzales Road, Oxnard, CA 93030
PHONE: (805) 898-9530, (805) 497-6529
FAX: (805) 898-9431
WEB SITE: www.mcrc.usmc.mil/intro.htm
ACCREDITATION: American Council on Education
OFFERED: Certificate, Associate degree, Bachelor's degree, Master's degree, Doctorate degree



PROGRAMS OR COURSES

- *Accounting*
- *Administration*
- *Aviation Mechanic*
- *Aviation Electronics*
- *Aviation Ordinance*
- *Air Traffic Control*
- *Computer Programming*
- *Electronics*
- *Engineering*
- *Mechanics*
- *Military Technology – Navigators, Infantry, Artillery, Tanks*
- *Pilot*
- *Radar Repair*
- *Welding*

OPERATION W.O.R.K.

Mailing Address: P. O. Box 6283, Oxnard, CA 93031-6283

Physical Address: 234 East 6th Street, Oxnard, CA 93030

PHONE: (805) 486-0473

FAX: (805) 486-1345

WEB SITE: www.operationwork.org

OFFERED: Certificate



PROGRAMS OR COURSES

- *Auto Detail*
- *Commercial Driver*
- *Introduction to Computers*
- *Learning Resource Center*
- *Security Training*

TRI-COUNTIES LABOR FOUNDATION

Mailing Address: P.O. Box 6928, Oxnard, CA 93031

Physical Address: Old Oxnard High School, Bldg M, 937 W. Fifth St., Oxnard, CA 93030

PHONE: (805) 385-4487

FAX: (805) 385-4197

OFFERED: Certificate



COURSES

- *Asphalt Paving*
- *Concrete Construction*
- *Confined Space*
- *Environmental Courses*
- *Equipment Endorsement Courses*
- *Firewatch*
- *First Aid/CPR*
- *Forklift*
- *Landscaping*
- *Occupational Safety and Health Act (OSHA)*
- *Pipe Laying*
- *Scaffold Using/Building*
- *Safety*
- *Tilt-up Construction*
- *Traffic Control*
- *Welding*

WORK TRAINING PROGRAMS

51A Strathearn Place, Simi Valley, CA 93065; 2587 Teller Road, Newbury Park, CA; 4464 McGrath, Ventura, 93003

PHONE: (805) 520-8744

FAX: (805) 520-7666

WEB SITE: www.wtpinc.org

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, California Association for Rehabilitation Professionals



PROGRAMS OR COURSES

- *Assembly*
- *Business and Social Skills*
- *Building and Ground Maintenance*
- *Clerical Support*
- *Food Services*



VENTURA COUNTY TRAINING PROVIDERS

By Occupation

The producers of this directory do not endorse or recommend any particular training providers or programs. A sincere effort has been made to ensure the information is as accurate and up-to-date as possible. However, information and programs change frequently. Please contact the training providers directly to verify and update information.

ACCOUNTANTS AND AUDITORS (211140)

California Lutheran University
California State University Northridge (CSUN) at Channel Islands
H & R Block
Marine Corps Reserve Training (ROTC)
Moorpark College
Ventura College

ADMINISTRATIVE ASSISTANTS (169167997)

Computer Idiot
Conejo Valley Adult Education
Learning Tree University
Moorpark College
Oxnard College
Computer Idiot
Technology Development Center – Division of Ventura Adult Education
University of California Santa Barbara (UCSB) – Ventura Extension
Ventura College

ADMINISTRATIVE SERVICES MANAGERS (130140)

Azusa Pacific University
California Lutheran University
California State University Channel Islands (CSUCI)
California State University Northridge (CSUN) at Channel Islands
E Z Success
Learning Tree University
Moorpark College
Oxnard College
Pepperdine University – Ventura County Campus
Marine Corps Reserve Training (ROTC)
Technology Development Center – Division of Ventura Adult Education
University of California Santa Barbara (UCSB) – Ventura Extension
University of La Verne
University of La Verne – Pt. Mugu Residence Center
Ventura College

AUTOMOTIVE BODY AND RELATED REPAIRERS (853050)

Oxnard College
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)

AUTOMOTIVE MECHANICS (853020)

California Vocational College
Oxnard College
Progressive Training Institute
Superior Technical Institute
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)

BAKERS - BREAD AND PASTRY (650210)

Conejo Valley Adult Education
Oxnard College
Simi Valley Adult School
Work Training Programs

BILL AND ACCOUNT COLLECTORS (535080)

Conejo Valley Adult Education
Learning Tree University
Medical Career Services
Pacific Coast Trade School

Computer Idiot
Simi Valley Adult School & Career Institute
Technology Development Center – Division of Ventura Adult Education
Ventura County Regional Occupational Program (H.S. ROP)

BIOLOGICAL SCIENTISTS (243080)

California State University Channel Islands (CSUCI)
California Lutheran University

BIOTECHNOLOGY LABORATORY ASSISTANTS (041061997)

California Lutheran University
California State University Channel Islands (CSUCI)
Moorpark College
Oxnard College
Ventura College

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS (553380)

Computer Idiot
CompUSA Technology Training
Conejo Valley Adult Education
Moorpark College
Pacific Coast Trade School
Technology Development Center – Division of Ventura Adult Education
Technology Development Center – Ventura Adult Education
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS (853110)

Marine Corps Reserve Training
Oxnard College
Ventura College

CARPENTERS (871020)

Carpenter's Apprenticeship Training Center
Ventura County Regional Occupational Program (H.S. ROP)

CHILD CARE WORKERS (680380)

Academy Education Services
American Red Cross
California Vocational College
Medical Career Services
Moorpark College
Oxnard College
Nationwide Education Services
Simi Valley Adult School & Career Institute
Ventura College

COMPUTER ENGINEERS (221270)

California Lutheran University
California State University Channel Islands (CSUCI)
Computer Career Learning Centers (Computer Network Engineers)
ITT Technical Institute
Marine Corps Reserve Training (ROTC)
Moorpark College
New Horizons Computer Learning Center (Computer Network Engineers)
Oxnard College
University of California Santa Barbara (UCSB) – Ventura Extension
Ventura College
Vortex Productivity Centers

COMPUTER PROGRAMMERS, INCLUDING AIDES (251051)

California Lutheran University
California State University Channel Islands (CSUCI)
Computer Career Learning Centers
Conejo Valley Adult Education
ITT Technical Institute
Lackner Computer Systems
Learning Tree University
Marine Corp Reserve Training (ROTC)
Moorpark College
New Horizons Computer Learning Center of Oxnard
Oxnard College
Simi Valley Adult School & Career Institute
Superior Technical Institute
Technology Development Center – Division of Ventura Adult Education
University of California Santa Barbara (UCSB) – Ventura Extension
Ventura College
Vortex Productivity Centers

COMPUTER SUPPORT SPECIALISTS (251040)

CompUSA Technology Training
Computer Career Learning Centers
Conejo Valley Adult Education
ITT Technical Institute
Learning Tree University
Marine Corp Reserve Training (ROTC)
Moorpark College
New Horizons Computer Learning Center of Oxnard
Oxnard College
Simi Valley Adult School & Career Institute
Superior Technical Institute
Technology Development Center – Division of Ventura Adult Education
University of California Santa Barbara (UCSB) – Ventura Extension
Ventura College
Vortex Productivity Centers

COOKS – SPECIALTY FAST FOODS (650320)

Conejo Valley Adult Education
Work Training Programs

CUSTOMER SERVICE REPRESENTATIVES (553350998)

Conejo Valley Adult Education
EZ Success
Moorpark College
Simi Valley Adult School & Career Institute
Technology Development Center – Division of Ventura Adult Education
Ventura County Regional Occupational Program (H.S. ROP)
Vortex Productivity Centers

DATABASE ADMINISTRATORS (251030)

California Lutheran University
ITT Technical Institute
Learning Tree University
Marine Corp Reserve Training (ROTC)
Moorpark College
New Horizons Computer Learning Center of Oxnard
Oxnard College
University of California Santa Barbara (UCSB) – Ventura Extension
Ventura College

DENTAL ASSISTANTS (660020)

Simi Valley Adult School & Career Institute
Ventura County Regional Occupational Program (H.S. ROP)

DENTAL HYGIENISTS (329080)

Oxnard College

DESKTOP PUBLISHING – GRAPHIC DESIGNERS (979382999)

Computer Idiot
CompUSA Technology Training
Conejo Valley Adult Education
Moorpark College
New Horizons Computer Learning Center of Oxnard
Technology Development Center – Division of Ventura Adult Education
University of California Santa Barbara (UCSB) – Ventura Extension
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)
Vortex Productivity Centers

DIETITIANS AND NUTRITIONISTS (325210)

Moorpark College
Oxnard College
Ventura College

DISPATCHERS – EXCEPT POLICE, FIRE, AND AMBULANCE (580050)

Ventura College

DRAFTERS (225140)

ITT Technical Institute
Lackner Computer Systems
Moorpark College
Simi Valley Adult School & Career Institute
Technology Development Center – Division of Ventura Adult Education
Technology Development Center – Ventura Adult Education
Ventura College

DRYWALL INSTALLERS (871080)

Tri-Counties Labor Foundation

EDUCATION ADMINISTRATORS (150050)

Azusa Pacific University
California Lutheran University
California State University Northridge (CSUN) at Channel Islands
Pepperdine University – Ventura County Campus
University of La Verne

ELECTRICAL AND ELECTRONIC ENGINEERS (221260)

ITT Technical Institute
Marine Corp Reserve Training (ROTC)
Moorpark College
Oxnard College
University of California Santa Barbara (UCSB) – Ventura Extension
Ventura College

ELECTRICIANS (872020)

Ventura County Electrical Joint Apprenticeship & Training Comm.

ENGINEERING, MATHEMATICAL & NATURAL SCIENCES MANAGERS (130170)

California State University Channel Islands (CSUCI)
Marine Corp Reserve Training (ROTC)
University of Laverne – Point Mugu

FARMWORKERS, FOOD AND FIBER CROPS (798560)

Ventura College

**FIRST LINE SUPERVISORS & MANAGERS/SUPERVISORS -
PRODUCTION AND OPERATING WORKERS (810080)**

Center for Employment Training
Moorpark College

FIRST LINE SUPERVISORS & MANAGERS/SUPERVISORS - PRODUCTION AND OPERATING WORKERS (810080), Continued

Oxnard College
Superior Technical Institute
University of California Santa Barbara (UCSB) – Ventura Extension

GENERAL OFFICE CLERKS (553470)

Academy Education Services
Center for Employment Training
Computer Idiot
CompUSA Technology Training
Conejo Valley Adult Education
Gateway Learning Organization
Goodwill Industries
Medical Career Services
Nationwide Education Services
Operation W.O.R.K.
Oxnard Adult School
Pacific Coast Trade School
Technology Development Center – Division of Ventura Adult Education
Technology Development Center – Ventura Adult Education
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)
Work Training Programs

GROCERY CHECKERS (211462999)

Goodwill Industries of Ventura and Santa Barbara Counties

GUARDS AND WATCHGUARDS (630470)

Bail Resource Center and Career Academy
Operation W.O.R.K.

HELPERS, CARPENTERS AND RELATED WORKERS (983120)

Carpenter's Apprenticeship Training Center

HOME HEALTH AIDES (660110)

Moorpark College
Oxnard Adult School
Oxnard College
Simi Valley Adult School
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)

HOTEL DESK CLERKS (538080)

Oxnard College

HUMAN RESOURCE TECHNICIANS (166267999)

Learning Tree University
Technology Development Center – Division of Ventura Adult Education
University of California Santa Barbara (UCSB) – Ventura Extension

INDUSTRIAL ENGINEERING TECHNICIANS AND TECHNOLOGISTS (225080)

Lackner Computer Systems
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)

INDUSTRIAL PRODUCTION MANAGERS (150140)

EZ Success
Lackner Computer Systems
Learning Tree University
Oxnard College
Technology Development Center – Division of Ventura Adult Education
University of California Santa Barbara (UCSB) – Ventura Extension
University of La Verne

INSURANCE ADJUSTERS, EXAMINERS AND INVESTIGATORS (533020) – None

LABORERS, LANDSCAPING AND GROUNDSKEEPING (790410)

Simi Valley Adult School & Career Institute
Tri-Counties Labor Foundation
Ventura College
Work Training Programs

LAWYERS (281080)

California Lutheran University (Pre-law)
Southern California Institute of Law
Ventura College of Law

LIBRARIANS – PROFESSIONAL (315020)

Azusa Pacific University
California Lutheran University
California State University Northridge (CSUN) at Channel Islands
Pepperdine University – Ventura County Campus

LICENSED VOCATIONAL NURSES (325050)

Moorpark College
Oxnard Adult School
Simi Valley Adult School

LOAN OFFICERS AND COUNSELORS (211080)

California Lutheran University
Learning Tree University

LODGING MANAGERS (150262)

EZ Success
Oxnard College

MASSAGE THERAPISTS (334374999)

Academy of Somatics & Massage
Advanced School of Massage Therapy
Body Arts College
Kali Institute for Massage & Somatic Therapies
Lu Ross Academy of Hair Design
Ojai School of Massage
Thousand Oaks Healing Arts Institute

MECHANICAL ENGINEERS (2231350)

Lackner Computer Systems
Marine Corp Reserve Training (ROTC)
Moorpark College
Oxnard College
Ventura College

MEDICAL ASSISTANTS (660050)

Academy Education Services
Center for Employment Training
Conejo Valley Adult Education
Medical Career Services
Nationwide Education Services
Pacific Coast Trade School
Simi Valley Adult School
Technology Development Center – Division of Ventura Adult Education
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)

MEDICINE AND HEALTH SERVICES MANAGERS (150080)

California Lutheran University
Learning Tree University
University of La Verne

OPERATING ENGINEERS (979560)

Operating Engineers Union Apprenticeship (No programs are planned for 2003)

Ventura College
Tri-Counties Labor Foundation

ORDER CLERKS – MATERIALS, MERCHANDISE, AND SERVICE (553230)

Conejo Valley Adult Education
Goodwill Industries
Oxnard College
Technology Development Center – Division of Ventura Adult Education
Vortex Productivity Centers

PACKAGING AND FILLING MACHINE OPERATORS AND TENDERS (929740) – None

PAINTERS, PAPERHANGERS -- CONSTRUCTION AND MAINTENANCE (874020)

Painters and Allied Trades Union – District Council 36

PARALEGAL PERSONNEL (283050)

California Lutheran University (Pre-law)
Moorpark College
Oxnard College
Southern California Institute of Law
Technology Development Center – Division of Ventura Adult Education
University of California Santa Barbara (UCSB) – Ventura Extension

PEST CONTROLLERS AND PEST CONTROL ASSISTANTS (670080)

None – Almost all training is done on the job for certification.

PHARMACISTS (325170) – None

PRINTING PRESS OPERATORS AND TENDERS (925430)

Ventura County Regional Occupational Program (H.S. ROP)

PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS (830050)

Oxnard Adult School
Simi Valley Adult School
Superior Technical Institute
Ventura College

QUALITY ASSURANCE MANAGERS (169167995)

Learning Tree University
University of California Santa Barbara (UCSB), Ventura Extension

RECREATION WORKERS (273110)

American Red Cross
California Vocational College
Learning Tree University
Moorpark College
Simi Valley Adult School
Ventura College

REGISTERED NURSES (325020)

Learning Tree University
Moorpark College
Ventura College
World University of America (Continuing Education)

ROOFERS (878080)

Tri-Counties Labor Foundation

SECONDARY SCHOOL TEACHERS (313080)

Azusa Pacific University
California Lutheran University
California State University Channel Islands (CSUCI)

California State University Northridge (CSUN) at Channel Islands
Pepperdine University – Ventura County Campus
University of California Santa Barbara (UCSB) – Ventura Extension
University of La Verne

SPECIAL EDUCATION TEACHERS (313110)

Azusa Pacific University
California Lutheran University
California State University Northridge (CSUN) at Channel Islands

SPEECH LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS (323140)

Contact the California Speech-Language-Hearing Association for a complete list of universities in California that offer programs in communication disorders. – www.csha.org

STOCK CLERKS – SALES FLOOR (490210)

Goodwill Industries of Ventura/Santa Barbara Counties

TEACHERS, PRESCHOOL (313030)

California State University Northridge (CSUN) at Channel Islands
California Vocational College
Moorpark College
Oxnard College
Simi Valley Adult School and Career Center
Ventura College

TECHNICAL WRITERS (340050)

Learning Tree University

TELECOMMUNICATIONS TECHNICIANS (003061998)

Conejo Valley Adult School
ITT Technical Institute
Learning Tree University
Marine Corps Reserve Training
Moorpark College
New Horizons Computer Learning Center of Oxnard
Ventura College

TOOL AND DIE MAKERS (891020)

Center for Employment Training
Simi Valley Adult School & Career Institute
Ventura College

TRUCK DRIVERS, LIGHT – INCLUDES DELIVERY AND ROUTE WORKERS (971050)

Operation W.O.R.K.
Professional Driver Training Schools, Ventura

VETERINARY ASSISTANTS (798060)

Moorpark College
Ojai School of Massage (Equine and small animal massage therapy)

VOCATIONAL AND EDUCATIONAL COUNSELORS (315140)

Azusa Pacific University
California Lutheran University
California State University – Channel Islands (CSUCI)
California State University Northridge (CSUN) at Channel Islands

WELDERS AND CUTTERS (939140)

Marine Corps Reserve Training (ROTC)
Pacific Coast Trade School
Simi Valley Adult School & Career Institute
Tri-Counties Labor Foundation
Ventura College
Ventura County Regional Occupational Program (H.S. ROP)

OCCUPATIONS WITH THE **GREATEST** ABSOLUTE JOB GROWTH*

VENTURA COUNTY 1999–2006

OCCUPATIONS	1999	2006	NEW JOBS	PERCENT CHANGE
Salespersons, Retail	9,780	11,180	1,400	14.3
General Managers and Top Executives	7,320	8,590	1,270	17.3
General Office Clerks	8,150	9,170	1,020	12.5
Teachers – Elementary School	5,190	6,100	910	17.5
Cashiers	6,150	7,060	910	14.8
Assemblers & Fabricators – except Machine, Electrical, Electronics, and Precision	3,120	4,030	910	29.2
Teachers – Secondary School	2,680	3,370	690	25.7
Laborers, Landscaping and Groundskeeping	3,860	4,500	640	16.6
Hand Packers and Packagers	2,110	2,750	640	30.3
Teacher Aides, Paraprofessional	1,840	2,460	620	33.7
Carpenters	1,790	2,400	610	34.1
Janitors and Cleaners – Except Maids and Housekeeping Cleaners	3,610	4,170	560	15.5
Truck Drivers, Light – includes Delivery and Route Workers	2,160	2,710	550	25.5
Receptionists and Information Clerks	2,920	3,430	510	17.5
Computer Support Specialists	860	1,330	470	54.7
Computer Engineers	890	1,340	450	50.6
Waiters and Waitresses	4,000	4,420	420	10.5
Systems Analysts – Electronic Data Processing	810	1,210	400	49.4
Engineering, Mathematical, and Natural Sciences Managers	1,010	1,400	390	38.6
Stock Clerks – Stockroom, Warehouse, Storage Yard	2,030	2,420	390	19.2
Teachers' Aides and Educational Assistants - Clerical	1,720	2,100	380	22.1
Sales Representatives – except Scientific & Related Products & Services & Retail	2,130	2,500	370	17.4
Guards and Watch Guards	1,410	1,780	370	26.2
First-Line Supervisors and Managers/Supervisors – Production & Operating Workers	1,080	1,450	370	34.3
Electricians	1,010	1,370	360	35.6
Painters, Paperhangers – Construction and Maintenance	920	1,280	360	39.1
Marketing, Advertising and Public Relations Managers	1,330	1,680	350	26.3
Truck Drivers, Heavy or Tractor Trailer	1,420	1,760	340	23.9
Secretaries, except Legal and Medical	4,820	5,140	320	6.6
Telemarketers, News & Street Vendors, Telephone Solicitors & Related Workers	950	1,260	310	32.6
Electrical and Electronic Assemblers	1,070	1,370	300	28
Traffic, Shipping and Receiving Clerks	2,340	2,630	290	12.4
Financial Managers	1,640	1,920	280	17.1
Sales Representatives, Scientific & Related Products and Services – except Retail	970	1,250	280	28.9
Electrical and Electronic Engineers	2,330	2,600	270	11.6
Cooks – Restaurant	2,170	2,440	270	12.4
Chemists, Except Biochemists	460	720	260	56.5
Order Clerks – Materials, Merchandise and Service	1,380	1,640	260	18.8
Teachers – Special Education	740	990	250	33.8
Registered Nurses	3,170	3,420	250	7.9
Combined Food Preparation and Service Workers	3,620	3,870	250	6.9
Counter and Rental Clerks	1,190	1,430	240	20.2
Food Preparation Workers	3,130	3,370	240	7.7
Maintenance Repairers – General Utility	1,970	2,210	240	12.2
Numerical-Control Machine Tool Operators and Tenders – Metal and Plastic	480	720	240	50
First-Line Supervisors/Managers Construction Trades and Extractive Workers	700	930	230	32.9
Packaging and Filling Machine Operators and Tenders	610	840	230	37.7
Construction Managers	560	780	220	39.3
Child Care Workers	1,260	1,480	220	17.5
Assemblers – Electrical and Electronic Equipment – Precision	670	890	220	32.8

*Excludes NEC (Not Elsewhere Classified) categories and occupations with employment of less than 400 in 2006

OCCUPATIONS WITH THE ***FASTEST*** JOB GROWTH RATE*

VENTURA COUNTY 1999–2006

OCCUPATIONS	1999	2006	NEW JOBS	PERCENT CHANGE
Biological Scientists	200	330	130	65
Millwrights	130	210	80	61.5
Plastic Molding and Casting Machine Operators and Tenders	220	350	130	59.1
Chemical Technicians and Technologists – except Medical and Clinical	170	270	100	58.8
Chemical Equipment Controllers and Operators	170	270	100	58.8
Chemists, Except Biochemists	460	720	260	56.5
Plastic Molding and Casting Machine Setters and Set-up Operators	160	250	90	56.3
Computer Support Specialists	860	1,330	470	54.7
Industrial Engineering Technicians and Technologists	150	230	80	53.3
Computer Engineers	890	1,340	450	50.6
Numerical-Control Machine-Tool Operators and Tenders – Metal and Plastic	480	720	240	50
Plasterers and Stucco Masons	220	330	110	50
Systems Analysts – Electronic Data Processing	810	1,210	400	49.4
Brick Masons	170	250	80	47.1
Drywall Installers	350	510	160	45.7
Operating Engineers	400	560	160	40
Tool and Die Makers	200	280	80	40
Construction Managers	560	780	220	39.3
Painters, Paperhangers – Construction and Maintenance	920	1,280	360	39.1
Speech – Language Pathologists and Audiologists	180	250	70	38.9
Engineering, Mathematical, and Natural Science Managers	1,010	1,400	390	38.6
Tapers	340	470	130	38.2
Concrete and Terrazzo Finishers	340	470	130	38.2
Packaging and Filling Machine Operators and Tenders	610	840	230	37.7
Pipelayers	160	220	60	37.5
Excavating and Loading Machine Operators	160	220	60	37.5
Grader, Dozer, and Scraper Operators	160	220	60	37.5
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	430	590	160	37.2
Duplicating Machine Operators	460	630	170	37
Helpers – Carpenters And Related	250	340	90	36
Electricians	1,010	1,370	360	35.6
Roofers	310	420	110	35.5
Pest Controllers and Pest Control Assistants	170	230	60	35.3
Hard Tile Setters	170	230	60	35.3
Helpers – Plumbers, Pipefitters and Steamfitters	170	230	60	35.3
Mobile Heavy Equipment Mechanics – except Engines	200	270	70	35
Paving, Surfacing, and Tamping-Equipment Operators	200	270	70	35
First-Line Supervisors & Manager/Supervisors – Production & Operating Workers	1,080	1,450	370	34.3
Carpenters	1,790	2,400	610	34.1
Teachers – Special Education	740	990	250	33.8
Teacher Aides, Paraprofessional	1,840	2,460	620	33.7
Carpet Installers	240	320	80	33.3
Helpers – Electricians and Powerline Transmission Installers	240	320	80	33.3
Insurance Claims Clerks	210	280	70	33.3
Respiratory Care Practitioners	150	200	50	33.3
Interior Designers	150	200	50	33.3
First-Line Supervisors/Managers Construction Trades and Extractive Workers	700	930	230	32.9
Assemblers – Electrical and Electronic Equipment – Precision	670	890	220	32.8
Telemarketers, News and Street Vendors, Telephone Solicitors, & Related Workers	950	1,260	310	32.6
Adjustment Clerks	620	820	200	32.3

*Excludes NEC (Not Elsewhere Classified) categories and occupations with employment of less than 200 in 2006

Ventura County

Job & Career Centers

The Workforce Investment Board delivers workforce preparation and employment services through the Job & Career Centers. Through the Centers, efforts are made to bring together employment, education, and training services needed by job seekers in Ventura County. Each of the six regional Job & Career Centers and two satellite offices listed below provides access to a comprehensive array of employment and training services for both job seekers and employers.

In addition, a variety of social and support services can be accessed at the Centers through referral to a local partner agency. Services are provided free of charge and depending on one's eligibility, may include additional resources including child care, transportation, suitable work clothes, mentors, and youth services. Assistance is available to job seekers at the Centers to utilize these tools to secure employment and related services.

REGIONAL JOB & CAREER CENTERS

East County Job & Career Center

970 Enchanted Way, Suite 105, Simi Valley, CA 93065
(805) 955-2200 Fax (805) 955-2233

West Oxnard Job & Career Center

635 South Ventura Road, Oxnard, CA 93030
(805) 382-6559 Fax (805) 382-6562

Downtown Oxnard Job & Career Center

200 West Fifth Street, Oxnard, CA 93030
(805) 240-7000 Fax (805) 240-7010

Oxnard College Job & Career Center

4000 South Rose Avenue, Oxnard, CA 93033
(805) 986-7300 Fax (805) 986-7332

Ventura College Job & Career Center

4274 Telegraph Road, Ventura, CA 93003
(805) 477-2000 Fax (805) 477-2051

Santa Clara Valley Job & Career Center

725 East Main Street, Suite 101, Santa Paula, CA 93060
(805) 933-8300 Fax (805) 933-8362

West Ventura Job & Career Satellite Office

701 E. Santa Clara Street, Ventura, CA 93001
(805) 585-6400 Fax (805) 585-6424

Thousand Oaks Job & Career Satellite Office

1423 E. Thousand Oaks Blvd., Ste. 100,
Thousand Oaks, CA 91360
(805) 374-9006 Fax (805) 374-9556

JOB SEEKER SERVICES

☛ **Universal Access** – Job & Career Centers are equipped with the latest electronic technology to access labor market information and current job listings. Orientation to program services help review your job status and develop a training and employment action plan. Universal Access services are available to anyone who visits the Centers.

☛ **Intensive Services** – These services include career assessment, counseling services, life skills workshops, resumé writing, and placement assistance.

☛ **Training Services** – Vocational classroom instruction provided to adults in need of occupational training, on-the-job training provided by employers on-site, customized training with employers in a targeted occupation, and youth educational training programs.

☛ **California Work Opportunity and Responsibility to Kids (CalWORKs)** – A State-mandated program to help adults receiving welfare become employed and their families become financially self supporting.

EMPLOYER SERVICES

☛ **Business Resources** – Resource referral is available to help start or grow your business from your initial business plan to acquiring capital for expansion.

☛ **Tax Benefits** – You can save money when you hire certain jobseekers eligible for the Work Opportunity or the Welfare-to-Work Tax Credit Programs.

☛ **Out-Placement Service** – The Rapid Response team assists employers and employees affected by job loss and business closure. We identify resources to help retain your business and provide orientations to assist dislocated workers in getting a new job.

☛ **Employee Training** – Eligible current and future employees can receive training to be more productive as your business grows. Employee site-based training and off-site classroom training is available.

☛ **Job Listing** – Job openings can be listed directly on the Internet database called CalJOBS (see web site on the next page.) You can review resumé and locate qualified applicants.



www.jobs.ventura.org/jcc.php

ONE-STOP DELIVERY SYSTEM

The Ventura County Job & Career Centers benefit directly from the contributions of no fewer than 15 separate public and private partnerships. An essential partnership in the leadership of Job & Career Center System is the One-Stop Operator's Consortium, consisting of the **Ventura County Business & Employment Services Department**, the **Employment Development Department**, and the **Ventura County Superintendent of Schools**.

Important principles guiding the One-Stop Service delivery system include a dedication to customer service, an orientation always to positive outcomes, and service implementation through innovative and effective practices.

BUSINESS & EMPLOYMENT SERVICES DEPARTMENT

Barry Zimmerman, Director

Tom Nikirk, Deputy Director, WIA/WtW Programs

Lauri Flack, Deputy Director, CalWORKs Programs

The Ventura County Business and Employment Services Department (BESD), which provides professional staffing for the Job & Career Centers, provides a wide variety of services to job seekers and employers. This Department also serves as the business manager of the one-stop system.

EMPLOYMENT DEVELOPMENT DEPARTMENT

Linda Dever, Job Service Manager

Annette Havens, Regional Manager

An essential partnership in managing the direction of the Job & Career Centers is offered by the local Job Service Office of the State Employment Development Department (EDD).

CalJOBS is a no-fee Internet service provided by the EDD, linking employers and job seekers with electronic job listings and resumés. Job orders entered in CalJOBS are immediately visible throughout the state of California.

Jobseekers may search for jobs and may enter their resumés to be viewed by prospective employers. Free access to CalJOBS is available at local Job & Career offices.

Employers may register, list their job openings, and search for resumés from their own computers or they may request assistance from EDD or Job & Career Center staff. Labor market information and assistance in screening and certifying applicants for employer's tax credits is also available.

CalJOBS is an Internet service available at the Job and Career Centers



www.caljobs.ca.gov

VENTURA COUNTY SUPERINTENDENT OF SCHOOLS OFFICE

Dr. Charles Weis, County Superintendent of Schools

Jim Compton, Asst. Superintendent Student Programs & Services

Dan Little, Director of Special Projects

The Superintendent's participation in managing the Job & Career Centers assures a continuing linkage to schools and helps focus on the connections of school-based and work-based learning. A critically important element of this agenda is the Superintendent's management of the Ventura County School-to-Career Network. Some of the key goals of School-to-Career are to improve students' academic achievement, instill commitment to life-long learning, and establish the foundations for skills that are essential in today's workplace.

YOUTH SERVICES OF VENTURA COUNTY

Frank Ramirez, Youth Services Manager

Youth Services coordinates educational and employment and training programs for young people through its "WIN for Youth" outreach efforts. Youth Services is offered through the Ventura County Workforce Investment Network, under the direction of the Workforce Investment Board Youth Council and the Business & Employment Services Department. A fundamental purpose of the Youth Council is to promote the linkage between academic and occupational learning, on-going mentorship with adults, and opportunities related to leadership, decision-making, citizenship and community service.

For additional information visit the Youth Council section at the following web site.

www.wib.ventura.org



"BUILDING OUR FUTURE WORKFORCE"



Please return completed questionnaire to:
 County of Ventura Workforce Administration, CCOIS Unit
 505 Poli Street Phone: (805) 652-7892
 Ventura, CA 93001 Fax: (805) 652-7842

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL
 Whom should we contact with any further questions?**

Name: _____
 Positions: _____
 Phone: _____ Fax: _____

SPECIAL EDUCATION TEACHERS (313110)

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in Ventura County.

1. What job title(s) does your firm use for these duties? _____

2a. How many employees does your firm currently have in this occupation? _____

2b. In this occupation, how many are: Male? _____ Female? _____

2c. In this occupation, how many current employees are there; and, on average, how many weekly hours do they work?

Regular, Full Time: _____ Average Weekly Hours Worked: _____

Regular, Part Time: _____ Average Weekly Hours Worked: _____

Temporary/On Call: _____ Average Weekly Hours Worked: _____

Seasonal: _____ Average Weekly Hours Worked: _____

3. In your firm, what shifts are available for this occupation? (check all that apply)

☐ Day ☐ Swing ☐ Graveyard ☐ Other (Please specify): _____

4. Has your firm hired in this occupation within the last 12 months? ☐ Yes ☐ No

If yes, How many were hired to fill vacancies resulting from promotions within your firm? _____

How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? _____

How many were hired to fill new permanent positions resulting from growth? _____

How many were hired to fill temporary, on call or seasonal positions? _____

5a. During the last 12 months, did your firm's employment in this occupation: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

5b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

6. When you hire applicants for this occupation, is prior experience in this occupation required?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, how much experience in this occupation is required/preferred? _____ (months)

Is experience in other occupations accepted? ☐ Yes ☐ No

If yes, please specify: Occupation: _____ months _____

7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants.

(Circle one) Not Difficult = 1 2 3 4 = Difficult

8. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants.

(Circle one) Not Difficult = 1 2 3 4 = Difficult

9. Does your firm accept training as a substitute for experience in this occupation? ☐ Yes ☐ No

If yes, how many months of training can generally be substituted? _____ (months)

10. Is technical or vocational training required prior to employment in this occupation?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, what kind of training is required/preferred? _____ months _____

11. What is the minimum level of education your firm requires when hiring an applicant in this occupation? (Check one).

- ☐ Less than high school diploma ☐ High school diploma or equivalent
☐ Associate Degree (2 year) ☐ Bachelor Degree (4 year) ☐ Graduate Study

12a. What is the usual income earned by your firm's employees in this occupation at the following levels of skill and experience?

Base Wage or Salary
New hires, no experience (trained or untrained): \$ _____
New hires who are experienced: \$ _____
Experienced employees after 3 years: \$ _____
Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year
If yearly, is salary based on a 52-week year? ☐ Yes ☐ No If no, indicate days, weeks, or months worked per year. _____
If yearly, is salary based on a 40-hour week? ☐ Yes ☐ No If no, how many hours per week is the salary based on? _____ hours

12b. For other compensation, if applicable, please indicate the average overall earnings and types(s) of compensation.

New hires, no experience (trained or untrained): \$ _____
New hires who are experienced: \$ _____
Experienced employees after 3 years: \$ _____
Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year
Type of Compensation: ☐ Commission ☐ Tips ☐ Bonus ☐ Piece Rate ☐ Other (Please specify): _____

13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement?

☐ Yes ☐ No If yes, what is the name of the union or local number? _____

14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15a. Does your firm ever promote employees in this occupation to higher level positions? ☐ Yes ☐ No

If yes, what are the titles of the positions to which they may be promoted?

15b. What skills are important for career advancement?

16. What computer software skills, if any, does your firm seek in applicants for this occupation? (Check all that apply)

☐ None ☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other (Please specify): _____
Specify Software _____

17. What other new skills are needed to perform the duties of this occupation? (Please include any that are not listed in question 21)

18. When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

- ☐ In-house promotions or transfers ☐ Newspaper ads ☐ Internet
☐ EDD ☐ Walk-in applicants ☐ Colleges/Universities
☐ School/program referrals ☐ Union hall referrals ☐ Employee referrals
☐ Private employment agencies ☐ Trade journals ☐ Other (Please specify): _____

19. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify: _____

20. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No

U.S. Census Bureau

State and Ventura County *QuickFacts*

PEOPLE QUICKFACTS

VENTURA COUNTY

CALIFORNIA

Population, 2001 estimate	770,630	34,501,130
Population percent change, April 1, 2000-July 1, 2001	2.3%	1.9%
Population, 2000	753,197	33,871,648
Population, percent change, 1990 to 2000	12.6%	13.6%
Persons under 5 years old, percent, 2000	7.5%	7.3%
Persons under 18 years old, percent, 2000	28.4%	27.3%
Persons 65 years old and over, percent, 2000	10.2%	10.6%
Female persons, percent, 2000	50.1%	50.2%

White persons, percent, 2000 (a)	69.9%	59.5%
Black or African American persons, percent, 2000 (a)	1.9%	6.7%
American Indian and Alaska Native persons, percent, 2000 (a)	0.9%	1.0%
Asian persons, percent, 2000 (a)	5.3%	10.9%
Native Hawaiian and Other Pacific Islander, percent, 2000 (a)	0.2%	0.3%
Persons reporting some other race, percent, 2000 (a)	17.7%	16.8%
Persons reporting two or more races, percent, 2000	3.9%	4.7%
Persons of Hispanic or Latino origin, percent, 2000 (b)	33.4%	32.4%
White persons, not of Hispanic/Latino origin, percent, 2000	56.8%	46.7%

Living in same house in 1995 and 2000, percent age 5+, 2000	51.7%	50.2%
Foreign born persons, percent, 2000	20.7%	26.2%
Language other than English spoken at home, percent age 5+, 2000	33.0%	39.5%
High school graduates, percent of persons age 25+, 2000	80.1%	76.8%
Bachelor's degree or higher, percent of persons age 25+, 2000	26.9%	26.6%
Persons with a disability, age 5+, 2000	121,648	5,923,361
Mean travel time to work, workers age 16+ (minutes), 2000	25.4	27.7

Housing units, 2000	251,712	12,214,549
Homeownership rate, 2000	67.6%	56.9%
Housing units in multi-unit structures, percent, 2000	20.5%	31.4%
Median value of owner-occupied housing units, 2000	\$248,700	\$211,500

Households, 2000	243,234	11,502,870
Persons per household, 2000	3.04	2.87
Median household money income, 1999	\$59,666	\$47,493
Per capita money income, 1999	\$24,600	\$22,711
Persons below poverty, percent, 1999	9.2%	14.2%

BUSINESS QUICKFACTS

VENTURA COUNTY

CALIFORNIA

Private nonfarm establishments, 1999	16,790	784,935
Private nonfarm employment, 1999	224,817	12,356,363
Private nonfarm employment, percent change 1990-1999	9.6%	9.2%
Nonemployer establishments, 1999	49,478	2,050,809
Manufacturers shipments, 1997 (\$1000)	6,163,377	379,612,443
Retail sales, 1997 (\$1000)	6,476,610	263,118,346
Retail sales per capita, 1997	\$8,968	\$8,167
Minority-owned firms, percent of total, 1997	20.4%	28.8%
Women-owned firms, percent of total, 1997	28.2%	27.3%
Housing units authorized by building permits, 2000	3,960	145,575
Federal funds and grants, 2001 (\$1000)	3,662,961	188,516,866
Local government employment – full-time equivalent, 1997	24,052	1,194,169

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

Source: www.census.gov

INSIDE OF BACK COVER

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Ventura County Workforce
Investment Board
505 Poli Street
Ventura, CA 93001
(805) 652-7684
[Email us!](#)



Ventura County Workforce Investment Board

Building Our Future Workforce



HOME
WHO WE ARE
IN THE PRESS
JOBS & CAREERS
WEB RESOURCES RFP INFO
EVENTS & MEETINGS
YOUTH COUNCIL
RAPID RESPONSE
EMAIL LISTS

Welcome to Ventura County!

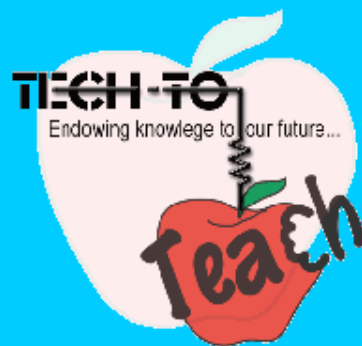
The Ventura County Workforce Investment Board is the community's single organization that has workforce development as its sole responsibility and focus. The Board is dedicated to ensuring that all employers have the work-ready employees they need and all potential employees have the skills appropriate for employment. The Board integrates employment, training, education, and business services for job seekers, workers and employers.

Vision Statement

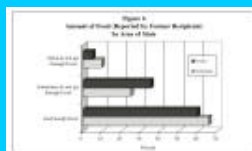
Our Board Vision anticipates a dynamic community with a richly diversified economy attractive to both businesses who create and sustain jobs, as well as individuals who bring knowledge and skills to those jobs.

Mission Statement

The Board Mission is that we lead with other community partners in preparing knowledgeable and skilled people for today's and tomorrow's work as determined by the needs of local business and industry, and in assuring our community's capacity to prepare this future work force.



[Ventura County labor market data](#)



The survey and [web site](#) were developed by ERISS and was sponsored by Ventura County Workforce Investment Board. A

survey of 2,500 local employers tracks average salaries, hiring trends, industry supply and demand and the fastest-growing occupations in Ventura County. The information is based on a survey of local employers, undertaken between June 2001 and August 2001.

[Read the POINT OF VIEW newsletter online!](#)

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THURSDAY, JANUARY 30, 2003
California Labor and Employment News

[Sessa Mfg. and BESD team up for success](#)

Workforce Investment Board Fri Dec 27 2002

[Workforce report offers peek into the future](#)

Workforce Investment Board Fri Dec 20 2002

In compliance with the Americans with Disabilities Act, if you require special assistance to learn more about workforce activities and employment opportunities, contact the Workforce Investment Board at (805) 652-7684 or [click here](#) to email us.

Please note: A minimum screen resolution of 800x600 is recommended for viewing this site. Best results will be obtained with a screen resolution of 1024x768. For best results, be sure your browser is up to date. Microsoft Internet Explorer 5.1, Netscape 6, and AOL v6.0 have been tested with this site and perform correctly.

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